

# HOW TO WRITE A GREAT COVERING LETTER

AVOVE  
EARLY  
CAREERS

**A cover letter is not always necessary when you apply for a job but it can be a great thing to add in with your CV to explain and emphasise your experience and why you are the right person for the role.**

## Presentation

**Layout:** Write your address in the right-hand corner of your letter then leave a line and put the date. Make sure you use a standard letter format and space your paragraphs evenly.

**Length:** Your letter should be no more than one side of A4.

**Font:** Clear and easy to read fonts are best no smaller than point size 11.

**Style:** Match the style you have used on your CV so they look like a complete package.

## Content

**Paragraph one** - This should be short, to the point and give an overview of:

- What position you are applying for
- Where you saw the role advertised
- When you are available to start work

**Paragraph two** - This should explain why you are suitable for the job:

- Talk about qualifications you have that are relevant for the role
- Summarise your strengths
- Explain how you meet the main skills/qualities needed in the job description

**Paragraph three** - Talk about what you can do for the company:

- What experience can you bring?
- Why you want to work for the company
- Why you are interested in the role

**Paragraph four** – Closing paragraph:

- Reiterate your interest and why you are suitable for the role
- Thank the employer for considering your application
- Indicate that you would like to meet for an interview
- Closing your letter:
- If you know the employers name sign off with 'Yours Sincerely'
- If you start the letter with 'Dear Sir/Madam', sign off with 'Yours Faithfully'





# HOW TO WRITE A GREAT COVERING LETTER - TIPS

Do not recycle a cover letter if you are applying for more than one role, tailor each letter to the role you are applying for.

Keep your letter clear and concise, don't ramble and pick out the most relevant qualifications, skills, and experiences you have linked to the role you are applying for.

Provide evidence of your skills and experiences, give examples of things you have done.

Check your spelling, it's important to make sure all spelling and grammar is correct before you apply for your role. Ask someone else to check your covering letter for you.

If possible, address your letter to a named person – you may need to research to find this out.

Research the company before you apply so you can include details in your letter – this shows you have taken the time and have shown an interest.

Keep a copy of your letter as if you get an interview, they may refer to it and ask you questions around it.

**The AVOVE team wish you the best of luck with applications you make. We hope this guide and exemplar covering letter have been helpful. If you need any other support or have any questions about writing a covering letter, we would be happy to help.**

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