



How to Write a Cover Letter

A cover letter is your chance to make a favorable first impression, using your own tone of voice to catch the reader's attention and encourage them to seriously review the attached CV. This is an opportunity to highlight your most important qualifications and make a compelling case for your candidacy at for the position you are applying for.

When writing a cover letter, please consider the following points:

1. Do a bit of research to find out who to address it to.
2. The content should be brief, 2 - 3 paragraphs and no longer than a page.
3. First paragraph is your introduction; if you are applying to a job ad, mention it here. Mention the job title, any reference number, and where and when you saw it, also if someone referred you to the position.
4. Second paragraph should explain the reasons for your interest in the firm. It should include what you can contribute to the firm and what makes you stand out from your competition and expand on those bullet points to give a full picture of your experiences and accomplishments. You should also explain your goals and aspirations.
5. Third paragraph is the conclusion, highlighting that why you are potentially a valuable addition to the workforce and inviting the addressee to meet with you in person to further discuss potential career options.
6. End with your signature.
7. Don't forget to edit, format, and proofread it.