



COVER LETTER

Your cover letter supports your resume and is critical to your application. Our quick tips for quality cover letter include:

- ✓ Use this as an opportunity to provide additional information that builds on your resume.
- ✓ Be specific in what you write and demonstrate to the panel that this cover letter is tailored to the position.
- ✓ Consider your writing style, formatting, spelling and grammar, it is an example of your skills.
- ✓ Do some research on the organisation and link your skills, experience and professional motivation.
- ✓ To highlight your suitability, make sure the information relates to the role and its responsibilities.

About the Cover Letter

Your cover letter has a number of functions, and aims to support your resume. While it should act as a summary of your resume relating to the key responsibilities of the role, it should also have some examples and evidence to support your suitability.

Make an effort to find out who the contact person or panel chair is and address the cover letter to that person (avoid "Dear sir/madam"). This also serves to ensure your cover letter does not appear generic or recycled and is specific to this position.

Consider structuring your cover letter with an introduction to yourself and your interest in the position, a body with relevant content and a closing summary with signature and contact details. Use the role description to assist with tailored content, if needed.

AVOID REPETITION



A strong cover letter will build on what is in your resume, with some summation. Avoid repeating at length what is already in your resume. Use this as an opportunity to provide examples or detailed content to support your resume. Consider whether the content in your cover letter adds value to your application, and is evidenced.

BE SPECIFIC



Nothing will disengage a panel more than a generic cover letter that appears to be recycled for every application you submit. Take the time to find out who the contact person is and address the letter to them. Consider referencing the position and organisation and include links to show the panel this letter is tailored for this application.

WRITING STYLE



Similar to a criteria response, the panel will use your cover letter as an example of your writing and communication skills. Therefore, your sentence structure, writing style, spelling and grammar are critical. A considered, informative and well-written cover letter will demonstrate a valuable skill to your potential employer.

DO SOME RESEARCH



Research the organisation to demonstrate an understanding of what they do to illustrate your motivation for the role. Consider discussing how your abilities complement their business and will help achieve their goals. Make an effort to describe how your personal and professional attributes will be valuable to the organisation.