



Writing a Professional Cover Letter

A Cover Letter is ammunition to bring you closer to getting a personal connection between yourself and the role. It is usually the first introduction and therefore it is essential to make a good impression. Sending a well written cover letter with a supportive CV will bring you one step closer to landing that interview.

Example

- 1 page max - preferably typed, brief and focused
- Research the organisation to learn about their business
- Design a professional, visually appealing attractive format
- Study the job profile / person spec to gain an insight into the role
- Draw on your CV Resume for the key points and expertise matching the role
- Include examples that demonstrate initiative, enthusiasm and quantified results
- Make clear what you have to offer that would benefit the company
- Include just sufficient information to encourage your recruiter or company in question to want to learn more

Alissa Cahill

Addressxxxxx

Mobile xxxxxxx

Email: xxxxxxxxxxxxxxxxxxxxxxxxxxxx

Mr Parr-Saville
Director
Address of organisation
xxxxxxxxx

Date xxxxx

Dear Mr Parr-Saville,

Note! Always write to a specific individual - never address covering letters to Dear 'Sir' or 'Madam'.

Make sure you send it to the right place. If it says send to the Director, find out who they are and address it to them. This shows initiative

Re: Ref 221: Senior Recruitment Consultant

I would like to apply for the Recruitment Consultant role-Suits team, currently advertised on xxxxx. I enclose my CV for your consideration.

I first became interested in Respect during a conference I attended through Aimia and

Stewart Wood was guest speaking. Respect appeals to my long standing interest in Digital Media and love of sales.

I am particularly attracted to working at Respect because of your excellent reputation and focus on client and candidate value.

I would love the opportunity to work in a professional environment and with a company with clear goals.

Note! Outline the purpose of the letter. State where you saw the advert, the date of publication, job reference number and job title and your purpose in writing - i.e. that you would like to apply for the position. Many companies have similar jobs and the reference number can be very important to avoid confusion.

I come from an online background, working for a Digital Media Agency in Surry Hills and have completed a Degree in Media at the University of Sydney and believe I am well qualified to add value to the Recruitment team at Respect. I feel it's time to move into a more people focussed role and seek a fresh challenge. **Note! Focus on your qualifications, skills and experience relevant to the job. Specify your interest in the Position/Company and highlight your career aspirations in relation to the job. Only highlight key skills relevant to the position.**

I have extensive experience working as an Account Manager, in both offline and online and have good workplace skills in management, people development and presenting. Further to this I believe my ethics, love of the Digital Media space and the ability to seek good candidate potential would be well utilised. I am also proud to include that I won an award for the highest achiever in my last role which highlighted my sales ability.

I love working to targets, enjoy client interaction and solidifying good relationships. I am organised and multitask well. I can work on a PC and have good experience working with CRM's. In addition to this I also have a good grounding technically and can pitch myself to either a creative suit or techie really comfortably.

Note! your current status and what skills you have that are relevant to the job. Review the candidate requirements of the job description, you do not need to list all your skills that match the requirements in your letter but focus on the essential skills required to do the job. Example, if the job spec requires: "Asp.Net" experience, then ensure that you briefly outline your relevant experience in this area. Highlight what you achieved in your previous position that would bring value to the role. Don't list anything negative! Research the company too and show examples that you've done this.

Thank you for your time and consideration. I will call you on 8th December to discuss the position further. I am available for interview from 9th December onwards, and look forward to taking the opportunity to talk with you further about my application.

Note! Closing Paragraph - initiate action, e.g. "I will call you on Friday between 9-9.30am, to discuss this position further. This informs the recipient that you plan to call and they be more inclined to review your CV.

Yours sincerely,

Alissa Cahill