

Cover Letters

A cover letter is just as an important to your job application as a copy of your CV although many people fail to include one with their applications. The cover letter provides you with the opportunity to show an employer how you match their job specification and why you would be the ideal candidate and to market yourself effectively.

10 Tops Tips for writing a cover letter

1. Always send a cover letter with your CV. It enables you to introduce yourself and explain which vacancy you are applying for as some companies may have more than 1 opportunity available.
2. Don't turn your cover letter into a mini form of your CV. The letter should explain and highlight the skills and experience that you have in relation to the job vacancy.
3. Make sure that you clearly outline in the first paragraph the reason you are writing and start to sell yourself by saying why you believe you are suitable for the role.
4. Make sure that in the last paragraph you say that you are available at any time for interview or to meet with them and if they would like any further information that they can contact you at any time.
5. In your mid section pick put between 3 and 5 skills or qualities that the employer has requested in the job advert or job specification and discuss how you match these. Do not go into too much detail but comment briefly and specifically as to how you match the role.
6. Make sure that the letter shows how motivated and enthusiastic you are and do not add any negative comments or draw attention to any skills that employer is looking for that you do not have instead make sure you point out that you are eager to learn new skills and undertake any training a new employer may require.
7. A well written letter should highlight your skills to the employer and draw their eye to the relevant sections in your CV which provides a more in depth explanation of your previous experience.
8. Always make sure you include your full contact details in the letter including telephone numbers and email address.
9. Although you may well have typed the covering letter it is important that if you are sending the letter by post that you remember to sign it. Although this may not be an option if you are submitting it electronically.
10. Finally make sure your covering letter is well set out with no typing errors or spelling mistakes and that it is in the same font size and type as your CV.

Speculative Letters

A speculative letter is one that you can send if you are currently unemployed and would like to find a job, or work for a particular organisation, but no vacancy is advertised. You don't have anything to lose (apart from some time) and you might get lucky. The speculative letter provides you with the opportunity to show an employer how you would fit into their organisation and if they have any up and coming vacancies that you would be available and save them from having to advertise.

10 Top Tips for writing a speculative letter

1. Always send a speculative letter with a copy of your CV. It enables you to introduce yourself and explain what type of vacancy you are looking for. Explain exactly why you are contacting them and what you are looking for.
2. Where ever possible send your letter and CV to a named individual, particularly if it is more of an enquiry it will look a lot better than sir/ madam. Research using websites, ask friends and colleagues if they know of anyone or ring through to reception and get yourself a name and job title.
3. Don't turn your cover letter into a mini form of your CV. The letter should explain and highlight the skills and experience that you have in relation to a possible job opportunity.
4. Do some research into the company/ organisation and include information about them. Specifically tell them what you are impressed with and what attracts you to them and this is the reason for your letter.
5. Make sure that in the last paragraph you say that you are available at any time for interview or to meet with them and if they would like any further information that they can contact you at any time.
6. In your mid section pick put between 3 and 5 skills or qualities that the employer may require based on their organisational needs and discuss how you match these.
7. Make sure that the letter shows how motivated and enthusiastic you are and that you are very keen to work for them. Make sure you point out that you are eager to learn new skills and undertake any training a new employer may require.

8. A well written letter should highlight your skills to the employer and draw their eye to the relevant sections in your CV which provides a more in depth explanation of your previous experience.
9. Always make sure you include your full contact details in the letter including telephone numbers and email address.
10. Finally make sure your covering letter is well set out with no typing errors, grammatical errors or spelling mistakes and that it is in the same font size and type as your CV. Try not to use overlong sentences or over complicated vocabulary, you want your letter to be easy to read.