



Writing a cover letter

Why do I need to write a cover letter?

A cover letter is a good opportunity to introduce yourself and show the recruiter how suitable you are for the job. CVs tend to be formulaic so a cover letter can provide an opportunity to expand upon some of the details in your CV and convey a more personal message. This, in turn, may encourage the recruiter to read your CV. However, do note that some employers will specify that no cover letter is required. Do not send a cover letter if you have been told it is not necessary.

What should I include?

We have included some links below where you can find some examples but here are some handy reference points about what you should include:

- **First paragraph:** The opening statement should set out why you're writing the letter. Begin by stating the position you're applying for, where you saw it advertised and when you are available to start.
- **Second paragraph:** Cover why you're suitable for the job, what attracted you to this type of work, why you're interested in working for the company and what you can offer the organisation.
- **Third paragraph:** Highlight relevant experience and demonstrate how your skills match the specific requirements of the job description. Summarise any additional strengths and explain how these could benefit the company.
- **Last paragraph:** Use the closing paragraph to round up your letter. Reiterate your interest in the role and indicate your desire for a personal interview. Now is the time to mention any unavailable dates. Finish by thanking the employer and say how you are looking forward to receiving a response.

Useful links

[How to write a cover letter](#)

[Cover letters](#)

[How to write a cover letter for law](#)

[How to write a cover letter, CV or application form](#)