

Application Tips

The Cover Letter



Always include a cover letter when sending your resume. Use it to outline your individual skills and abilities and match them to the job requirements. This shouldn't be more than a couple of paragraphs.

Make sure you address the advertisement so the employer knows you've read it and have customised your application accordingly. Make note of where you saw the advert, and get it right. There's nothing worse than receiving an application with another employer's details, or for a completely different job, advertised in a completely different place!

A resume cover letter gives you an opportunity to describe how your specific skills and accomplishments uniquely qualify you for the job.

Sell yourself! The cover letter purpose is to obtain an interview, not tell a lengthy story. The focus should be on your interest in the position, your qualifications, and setting up an interview.

Example Letter

1 Northern Beaches Road
Northern Beaches
Sydney NSW 2000

Mitchell Morley Employment
Level 1, 2/49 Frenchs Forest Road
Frenchs Forest NSW 2086

Dear Sir/Madam,

RE: Recruitment Consultant

I read with interest your advertisement in Saturday's Manly Daily for a Recruitment Consultant.

I am currently working in Real Estate Sales and after 5 years, I am looking for a change in direction. My motivation is to free up my Saturdays to spend more quality time with my partner.

I believe that my skills would suit Recruitment well. I am an outgoing person with a strong focus on customer service and I enjoy listening to and helping people. I have a sense of urgency and I am driven by the achievement of goals and targets, which I believe is an integral part of the recruitment industry. I am also keen to utilise my account management skills, as I build strong and lasting relationships. You also mentioned a need for team work, and I'd like to become part of a team again, rather than being in competition with my colleagues.

I am really very interested in learning more about this position and I would welcome an opportunity to talk to you in more detail, or meet with you for an interview. If you have any questions about "me", then please feel free to contact me on my mobile 0567 891011.

I look forward to hearing favourably from you.

Yours sincerely

J Smith