



**HOW TO
WRITE
A COVERING
LETTER
2021 / 2022**



OAKLANDS COLLEGE

What is a Covering Letter?

A cover letter is a document sent with your CV when applying for jobs. It is a personal introduction and helps to sell your application. A cover letter is necessary as it gives you the chance to explain to an employer why you're the best candidate for the job. You do this by highlighting relevant skills and experience.

How to Write a Covering Letter?

Keep your cover letter brief, while making sure it explains your suitability for the job. It can be broken down into the following sections:

- **First paragraph** - The opening statement should explain 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 right 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.

- **Last paragraph** - Use the closing paragraph to round up your letter. Outline 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.

Once finished read through the document and cut out any unnecessary words and sentences. Don't fill up space by repeating what's already covered in your CV.



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Get extra support:

Contact the Careers team or drop into the
Careers & Advice Hub.
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