

## **COVERING LETTERS**

Your covering letter is a document that is individual to you and the job you're applying for. Throughout your cover letter, you reference to points made in your CV and possibly expand on them to highlight and explain any skills gained or used which are relevant to the job.

### **A few tips...**

- ◇ Keep it brief – around 5 paragraphs on one page is enough
- ◇ Use the same font style and text size as you do in your CV, so it looks neat
- ◇ Make it personal to the job and the company – this will give you the extra edge by showing the employer you've done your research
- ◇ Emphasise your strengths – you can provide more information on the skills and experience that are relevant to the job
- ◇ Check over it two or three times – look out for any spelling or grammatical mistakes.

The **National Careers Service** have produced an amazing advice section for cover letters, giving you all the information you need to impress employers.