

## **FACT FILE: Covering Letter**

If you want to apply for a job, you are expected to send a letter of application, also called covering letter. It is usually the first direct contact between a candidate and an employer, so to leave a good first impression it should be well-written and presented. A covering letter should not be longer than one page and contain no more than 3-4 paragraphs.

<b><i>opening</i></b> (1 <sup>st</sup> paragraph)	<p>Give a clear reason for writing.</p> <hr/> <p><i>I am writing to apply for the position of ... / to express interest in ...</i> <i>... which I found advertised in/on ...</i></p>
<b><i>qualifications</i></b> (2 <sup>nd</sup> paragraph)	<p>Say why you are qualified for the job. Mention your education, qualifications and work experience that are relevant to the job.</p> <hr/> <p><i>I have gained a lot of experience by working with/in ...</i> <i>This experience has strengthened my wish/interest to become a ...</i></p>
<b><i>skills</i></b> (3 <sup>rd</sup> paragraph)	<p>Describe your personal strengths and skills that make you suitable for the job.</p> <hr/> <p><i>I enjoy being ...</i> <i>Through my work as ... I have shown to be ...</i></p>
<b><i>closing</i></b> (4 <sup>th</sup> paragraph)	<p>Express your hope to hear back from the employer.</p> <hr/> <p><i>I look forward to hearing from you soon.</i> <i>I would welcome the chance to discuss the details in person.</i></p>

### Writing Tips:

- Keep it short and simple.
- Use a formal style level (no short forms).
- Your covering letter must match the job description. If you apply for a position at a bank, it is not important to mention your experience in gardening.
- There must be absolutely no spelling and grammar mistakes.