

Tips for Writing Cover Letters

An application or cover letter should complement your CV by persuading the employer that you are the best applicant for the position. The employer generally reads the letter first, so it needs to convince them to read on.

Below is a simple formula for writing an application letter:

- **Opening paragraph**
Attract attention. State why you are writing, name the position (VRN - Vacancy Reference Number - if available) and when and where advertised. Also attract interest in you and why you are applying for this position.
- **Middle paragraph/s**
Promote yourself. Point out how your skills, experience, knowledge, achievements and abilities match the requirements of the job. Indicate your interest in and knowledge of the organisation and show you have thought about the job. As a general rule write one paragraph for each of their major requirements (if no selection criteria is listed in the advertisement).
- **Final paragraph**
Confirm suitability, Reiterate your interest, and refer to your enclosed CV, and response to the selection criteria (if required). Also, be sure to Indicate your availability for an interview by providing your contact phone number and email.

A cover letter should:

- Be approximately one page in length (only if no major requirements or selection criteria is requested to be addressed in the letter);
- Be addressed to the appropriate person;
- Be written with a positive, “can do” attitude;
- Clearly state how you fit the job;
- Conclude by being positive and enthusiastic;
- Be carefully checked for errors in grammar, spelling, typing; and
- Be typed and well presented on plain white A4 paper.

Further Information

Additional information on cover letters can be obtained from:

- [Graduate Careers Council of Australia](#)
- Griffith University's [Student Services](#)