

Setting up Cover letters / Application letters

A cover letter should demonstrate to the reader that you have read the job advertisement carefully and that you are genuinely interested in that particular job.

The cover letter should:

- Be to the point. Your cover letter should clearly link your experience to the role being advertised.
- Be no more than three to four paragraphs long.
- Be positive and upbeat. Make the hiring manager interested in reading your resume.
- It is suggested that letters be typed.
- Use clean, white, A4 sized paper.

The cover letter should NOT:

- Be a summary or repeat of your resume.
- Be a uniform letter you send with all job applications.
- Lack information or detail.

As a 'rough' rule letters of application should be limited to $\frac{3}{4}$ of one page. However, if the organisation provides a detailed job description, selection criteria, etc. then you **must address each of the essential and desirable points listed**. In which case, your letter will obviously be longer. As an alternative, your application may be a compilation of the following:

1. A brief cover letters
2. An attachment addressing the detailed selection criteria
3. Your resume
4. Professional references

Some helpful tips to note when setting up your cover letter are:

- Make your business language effective.
- Don't start every sentence or paragraph with 'I'.
- Make sure your letter is signed.
- Do not fold it - put it in an A4 size envelope.
- If there are a number of pages, it must be stapled neatly.

The most important thing to do **before** writing your letter is **RESEARCH**.

Setting up Cover letters / Application letters

Example

Your name
Your address
Town, state and post code

Your contact number

Date

Receivers name
Their position/job title
Company name
Company address
Town, state and post code

Dear (Receiver's name)

Start here for the body of the letter.

Setting up Cover letters / Application letters

Constructing a letter of application

When constructing a letter of application there are three major paragraphs or sections. They are:



Paragraph 1

The purpose of paragraph one is to identify the letter as a letter of application.



Paragraph 2

The purpose of paragraph two is to demonstrate to employers that you **can do the job**, i.e. that you have all the essential skills, experience, qualifications and the desirable qualities needed to fulfil the job.



Paragraph 3

The purpose of paragraph 3 is to tell the employer.

How much you want the job and how much you would enjoy and get job satisfaction from this job.

Also make reference to the two other main qualities that an employer looks for:

- a. **Enthusiasm for the job, and**
- b. **People skills.**

Setting up Cover letters / Application letters

Letter of introduction

A letter of introduction is, by definition, is a letter sent to a company requesting work when the writer is unaware if there are any vacancies.

You should always introduce yourself and present some skills FIRST.

Therefore, **NEVER** start a letter like this:

Dear (Receivers name)
I'm looking for a job because...

Your prime objective for a letter of introduction is to get a face-to-face meeting.

Other General Points for a 'Letter of Introduction'

1. Always find out the full name and **title** of the decision-maker and address the letter to them personally. But because you have not spoken to the person you should always "To whom it may concern".
2. In the second paragraph you should list the skills and experience which would arouse their interest.
3. You have to decide whether to include or leave out your resume, e.g. you can send it later after a phone call, or use it as a reason for a follow-up visit.
4. You must always keep in control e.g. **NEVER** end a letter like:
"If you are interested, you can contact me"

Setting up Cover letters / Application letters

Common Abbreviations

Newspaper advertisements sometimes use abbreviations. To help you through the maze, here are some examples.

Jargon Abbreviation	Meaning	Jargon Abbreviation	Meaning
k's	Thousand dollars	Co. or coy.	Company
a.h	After hours	Mth.	Month
b.h	Business hours	Accom.	Accommodation
Reqd	Required	Ad. Or advert.	Advertisement
Temp.	Temporary	Ann. Sa	Annual salary
Neg.	Negotiable	Asst.	Assistant
Exp.	Experience	Awd.	Award
Hrs.	Hours	Cert.	Certificate
Pref.	Preferred	E.E.O	Equal Employment
Prev.	Previous	f.t	Full-time
Jnr.	Junior	p.t	Part-time
Snr.	Senior	Lic	Licence
a.s.a.p	As soon as possible	o.t.	Overtime
Loc.	Location	p.a	Per annum
Quals.	Qualifications	Super	Superannuation
Approx.	Approximately	O.H&S	Occupational Health & Safety
Cond.	Conditions	Gross.	Gross pay
Appt.	Appointment	Immed.	immediately

Setting up Cover letters / Application letters

Example 1

William Smith
4 Street Avenue
ECHUCA VIC 3564
0444 555 666

23 April 2021

Mr. John Robertson
Manager
XYZ Fencing
36 Norm Street
ECHUCA VIC 3564

Dear Mr. Robertson,

I am writing to apply for the position of Fencing Labourer which was advertised in the Riverine Herald on 21st, April.

During my recent employment with the ABC Building company, I was mainly involved with picket fence construction, erecting emu wire and chain-mesh fences on a regular basis, during which time I was able to interact and communicate with customers effectively. I consider myself a highly motivated and enthusiastic person who presents himself well. I take pride in my work and have an excellent work ethic. I also hold a current Victorian driver licence.

Thank you for considering my application. I am genuinely interested in the position and will be available for an interview to discuss further my experiences with you at your own convenience. I can be contacted at any time on the number provided above.

Yours sincerely

William Smith

Sign here if you are sending the letter by post or handing it in person. Leave blank if emailing.

Setting up Cover letters / Application letters

Example 2

Kathy Porter
1 Looking Street
Adelaide SA 5000
(08) 8123 4567
0405 111 111
kporter@somewhere.com.au

29/04/2021

Ms Sarah Job
The Principal
Burnleigh Primary School
11 High Street
Burnleigh SA 5432

Dear Ms Job,

Ref: Teacher Aide

I wish to apply for the position of teacher aide as advertised in the Adelaide Advertiser on 24th April 2021.

Last year I completed year 12 at Valley View Secondary School. I obtained good results in English, mathematics, home economics, biology and geography. I am particularly keen to obtain a position as a teacher aide as I am interested in working with children and have held several voluntary and paid positions as a baby sitter for children up to ten years old. I relate well to children and can sing and play the guitar. I also have a portfolio of my art work.

Since leaving school, I have been employed part-time as a checkout operator. In this role I have demonstrated that I am responsible and reliable and a good team worker. Customers have often complimented me on my attention to their needs and my willingness to go beyond the call of duty.

Thank you for considering my application. I have enclosed a copy of my resume. I look forward to meeting you and providing further information in an interview. I can be contacted at any time on the above mobile number.

Yours sincerely,

Kathy Porter

Sign here if you are sending the letter by post or handing it in person. Leave blank if emailing.