**We have some great tips and advice to make sure your cover letter stands out from others**

Employers often ask for a covering letter when you apply for a job. You may choose to include one when sending your application, especially via email. It is always useful to have one. Your cover letter should not just be a copy of your CV but should be specific to the job. Remember to keep it simple and easy to read.

**How does it look:**

* Use a clear and professional font and size (Calibri or Arial size 11)
* Keep it simple - short snappy sentences that get to the point

**Who is it aimed at:**

* Address it to a person where possible. You can often find names on job adverts or business websites. If you can’t find a name start with ‘Dear Sir or Madam’
* If you know the job title that is advertised or the reference number, be sure to use that. This makes it easier for the person receiving it
* If there are no job openings but you want to work for them, explain what roles you would be interested in and why

**About you:**

* In this section you need to sell yourself for the job that is advertised. Try not to just repeat what is in your CV. You should limit this to three sentences
* Tell them about two or three key skills or experiences which directly relate to the job on offer
* Make use of the company website or social media to find out more about the employer. Explain why you would like to work for them and how this links to your experience

**Finishing up:**

* At this point you should include any dates where you wouldn’t be free for an interview; you do not need to explain why
* You should then finish by thanking them for considering your application and saying you look forward to hearing from them

**Signing off:**

* This links back to how you started the letter
* If you have used a name at the top, sign off with ‘Yours sincerely’
* If you started with ‘Dear Sir / Madam’ you should sign off with ‘Yours faithfully’

**Remember to always check your spelling and grammar - it is useful to let someone else read it. Or to leave it for an hour and then read it again with fresh eyes - you would be surprised at how many simple mistakes you find!**