How to write a cover letter

<https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/cover-letters>

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Keep your cover letter brief, while making sure it emphasises your suitability for the job. It can be broken down into the following sections:

* **First paragraph** - The opening statement should set out why you're writing the letter. Begin by stating the position you're applying for, where you saw it advertised and when you are available to start.
* **Second paragraph** - Cover why you're suitable for the job, what attracted you to this type of work, why you're interested in working for the company and what you can offer the organisation.
* **Third paragraph** - Highlight relevant experience and demonstrate how your skills match the specific requirements of the job description. Summarise any additional strengths and explain how these could benefit the company.
* **Last paragraph** - Use the closing paragraph to round up your letter. Reiterate your interest in the role and indicate your desire for a personal interview. Now is the time to mention any unavailable dates. Finish by thanking the employer and say how you are looking forward to receiving a response.

Once finished read through the document and cut out any unnecessary words and sentences. Don't fill up space by repeating what's already covered in your CV

How to address a cover letter

Always try and address your cover letter directly to the person who will be reading it. Bear in mind that you're more likely to receive a reply if you send it to the right person.

Advertised positions usually include a contact name, but if not, it is worth taking the time to find out who the letter should be addressed to. You can do this by searching the company's website for details of the hiring manager or alternatively you could call the organisation to ask who you should address your letter to. Don't be afraid to do this, many employers appreciate you taking the time and initiative to do so.

If you're struggling to find a named contact you can use a general greeting such as:

* Dear Sir/Madam
* Dear Hiring manager
* Dear Human resources director.

However, general greetings should only be used once you have exhausted methods of finding a named contact.

How you sign off your cover letter depends on how you addressed it. If you include a named contact, sign off 'yours sincerely'. If you use a general greeting, finish with 'yours faithfully'.