



Writing a covering letter

Covering letters are something of a rarity nowadays but if asked for you must ensure it is compiled in a way that it sparks immediate interest.

A letter that doesn't meet this criteria may mean that your application or CV does not get the attention it deserves

Helpful hints

- Typed, rather than hand written (unless the job application specifies hand written)
- One page long and spell checked
- Read by someone other than yourself before being sent to check for remaining errors
- Tailored to the organisation and role
- Reasonably formal in structure
- Clear about any disability or special needs (such as a wheelchair accessible venue) that the interviewer would need to know about when organising interviews

- Addressed to the right person – check the spelling of the organisation's name and the name/title of the person to whom you have been asked to address the letter