**COVER LETTER EXAMPLE**

**Lucie Smith
12 Sesame Street,
Somerville, 2013
lucie.smith@email.com
0411-111-111**

**Peter Hirer
Recruitment Officer
Open Colleges
3 Elizabeth Street, Sydney
2000**

[**Tips**](https://www.opencolleges.edu.au/careers/resumes/cover-letter)

**Dear Peter,**

[**Tips**](https://www.opencolleges.edu.au/careers/resumes/cover-letter)

**This is where you will introduce yourself, state the position you are applying for, explain how you came to know about the job/company and why you are applying.**

[**Tips**](https://www.opencolleges.edu.au/careers/resumes/cover-letter)

**This is the place where you will list the specific reasons why you should be considered for the job. This can include relevant experience, education or personal accomplishments that make you an ideal candidate.**

[**Tips**](https://www.opencolleges.edu.au/careers/resumes/cover-letter)

**This is your closing paragraph. Here you will list any information that was specifically requested in the job posting, such as availability dates, and thank the employer for his/her time.**

[**Tips**](https://www.opencolleges.edu.au/careers/resumes/cover-letter)

**You can say something like “I look forward to hearing from you” or you can be more assertive by saying something like “I will contact you within the next two weeks to see if you require any additional information.”**

**Sincerely,
Lucie Smith.**

* **THINGS NOT TO DO**

**Give too much personal information.**

**Talk about how the organisation can help you. Remember, at this point, it’s how you can help the organisation.**

**Be boring. A little zing in a cover letter can go a long way to landing an interview. However, be careful to not use too much humour in a cover letter. Humour is difficult to decipher when not face-to-face.**

**Rehash what is written on the resume. Give information that enriches your resume.**

**Use the same letter for all jobs. Cater each letter to the particular position/organisation.**

**Assume that errors are ignored. Proofread and proofread again.**

**Forget to follow up. A call to the company asking about the progress of the search may keep your name relevant.**

**Copy someone else’s cover letter. Be original!**

* **THINGS TO DO**

**Grab the reader’s attention. Use a question or leading statement to entice further reading.**

**Fill in the blanks left on a resume. A cover letter is your chance to say anything about your skills that can’t be said on a resume.**

**Stick to one page. Employers don’t have time to read a short story.**

**Include evidence that you have done research on the company.**

**Tie your own skills to the job description.**

**Describe your abilities in terms of how your experiences will benefit the organisation.**

**Ask for an interview. Confidence can land a job.**

**Use caution with writing styles. If you are applying for marketing position with a company you know is quirky, feel free to be a little more casual. If you are applying for an accountant or a legal position, remember that formality is the norm for many of these organisations.**