

Letter – Writing that great introductory letter to a boss

Your cover letter is the very first piece of writing a future employer will read from you. So it is very important you follow some simple but crucial steps. An employer will only take seconds to read this letter and if you have their attention, they will then look more closely at your resume. If they have a vacancy you may then score an interview.

Tips:

- Keep to the format you see below as it will guide you line by line. Letter writing is like a recipe. There is a correct order to follow.
- Make sure you have someone who is very good at spelling, punctuation and grammar to double check your work once you have double checked it.
- Use Google Chrome as your browser when you open a Word Document. You will then have automatic spell check.

Login to JobJump and select **My Job**. Click on **Find My Job Ads**. You will see a tab in the middle of the screen to open titled **Writing your letter and resume**.

You will see the cover letter as below.

Use this as a guide to follow line by line. Advice will be in brackets with handy suggestions on what to write.

Note: Where it refers to **Proven Passion** in your career, this refers to a hobby project. Every career on JobJump has a fun, hobby project you can easily do. Employers highly regard this. Find your fun project by selecting the menu item **My Career**. **Select your career** and one of the 10 options will be your **project**.

103 Pleasant Street (Your number and street address here)
Townview NSW 2999 (Your suburb, state and post code here)
Ph: 02 999 8888 (Land line phone)
M: 0433 999 888 (Mobile phone)
E: jane.student@hotmail.com (Email address)

12 December 2017 (The date you are writing this letter)

Ms Smith (Name of person you are writing to)
The Manager (The position of person you are writing to)
ACE Company Pty Ltd (The company's name)
298 Best Avenue (The company's number and street)
Greatville NSW 2998 (The company's suburb, state & post code)

Dear Ms Smith,

I wish to apply to your company for a position as a(name the career and its level eg: apprentice; trainee; qualified) for(state here when you seek to undertake the position, eg: to begin at the end of this year; to begin in February).

I have demonstrated the qualities you require for this position. I am a person who is(state here the Personal Requirements that you possess and that the employer is seeking). Recently I completed work at(Name the company and its suburb location) where I gained more knowledge and skill in this career. Some of the duties I performed included..... (Provide here the types of jobs you did on work experience that are the skills this employer may be seeking in the job they may have). The training I have successfully undertaken was(Name here any course(s) related to this career and where you studied it and to what level, eg: Certificate 2, 3, 4 Diploma, Degree).

My true passion has been to work in this field and as proof of this, in my spare time I have(write here some of the great things you did as described in the 'Proven Passion' advice).

I am writing to your company as it has a strong reputation for excellence in this field and I look forward to the opportunity to develop my abilities to their fullest potential.

Find attached a copy of my resume which outlines in more detail the skills and experience I possess.

I welcome the chance to meet with you to discuss the opportunity of working with your company. If you wish to contact me please reply using any of the contact details I have provided above.

Yours sincerely,

.....(Sign your name here)
.....(Type your name here)

