

CV Cover Letter Samples, Templates, Tips / Useful Information

When applying for a job a cover letter should be sent or posted with your CV. To help you with what to write please refer to the information, tips, the cover letter format & sample below, as well to the stroke take exercise to help you identify your skills.

How to Write a CV Cover Letter

If you are sending your CV to a perspective employer by post or fax it is essential that you send with it a cover letter. You need to use the CV cover letter to create a good impression so that the employer or recruiter will want to read your CV. It will have more impact if it is individually written in response to a particular role or advertisement.

In the case of email applications it is acceptable to write a brief paragraph of a few sentences explaining where you heard about the role and why your qualifications and experience are a perfect fit for the job. You should ensure the tone of the text is formal as would be the case with a paper CV cover letter. It is a mistake to be too informal as this can be seen as unprofessional.

When making any sort of job application either **speculative**, where you are sending your CV to an employer/agency with no specific vacancy in mind or, **specific**, where you are sending your CV in response to an advertisement for a particular role, the overall CV cover letter format is the same.

Here are the top ten tips to remember when writing a CV Cover letter

- The CV covering letter should consist of 1 page on plain white A4 paper.
- You should use a font that offers a clean and clear appearance. My advice is to use Arial.
- Aim for a maximum of three paragraphs. Remember simple is best.
- Use upbeat and positive language and avoid exaggerated statements.
- Ensure there are no spelling, grammar, or punctuation mistakes.
- Always use black ink.
- Express yourself with confidence.
- Where possible, write to a named individual.
- Your CV cover letter should be tailored specifically for each application.
- Be concise and to the point. Try to avoid repeating what's in your CV.

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CV Cover Letter Format

Your contact details

This should include your name, address, telephone number and email address if you have one. Remember make it easy for the employer to contact you.

Employer/agency details

This should include whom the letter is going to, company name and full address. If you know the name of the person e.g. if it is mentioned in the advertisement then use it. If no particular name was mentioned use a department title e.g. Personnel manager or Managing director

Date

You should use long date format in full e.g. 27th April 2006 and not 27/4/06

Salutation & Opening

If you know the name use it e.g. Dear Mr Smith. If you don't know, use Dear Sir/Madam. It is preferable to use a name. The company's web site is often a good place to search for the appropriate individual.

Letter title

Centre and bold the text. This will enable the addressee to know immediately that this is an application

Paragraph 1 – Why you are writing

You want to try & get the interest of the Employer. You should start the letter with the reason for writing and indicate the position that you are applying for along with how you heard of the vacancy. This is also a good place to tell them why you are interested in the position and convey a genuine interest in the company. The company website will be a good source of background information.

Paragraph 2 – What you can offer them

Here you describe briefly why you think you should be considered for the role. You should summarize relevant qualifications for the position along with your experience and skills. Also give a brief example of one or two jobs you have worked in that relate to the position. Try to make sure that it is not just a list of what is in your CV but is individualized to the job application.

Paragraph 3 – Summary and next step

Refer to your enclosed CV and also ask for the interview. You may at this point suggest that you will be making a follow up call. It is also important that you thank the reader for their time and consideration and tell them that you look forward to hearing from them.

Closing

Use "Yours sincerely" if you are sending the letter to a named person, otherwise use "Yours faithfully". Add a few blank lines and finish with your name. The space between is used for your signature once printed.

Finally you may want to add your telephone number and email address beneath your name. Remember you want to make it easy for them to contact you.

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CV Cover Letter Sample

Your Name
Electric Engineer
Everhard Electronics
Address

July 6, 2009

Mr. John Doe
Senior Site Manager
Everhard Electronics
Address

Dear Mr. Doe,

I read your company's ad for a Level IV Electrical Site Manager on your website. It sounded very interesting to me. I currently work in the Events Planning Division for Gillette Electronics in Brussels, Belgium, and, as I will soon be moving with my family at your area, I have been looking for a position in Site Management to apply my skills and 22 years of engineering and management experience.

I'm very organized, I'm a self-motivated worker, but I enjoy working as a team player. My belief is that since we spend the majority of our lives in the workplace, work should be a pleasant experience. As a manager, I try to make the job one that employees enjoy going to everyday. Not only has this kept those under my supervision satisfied, it has enabled me to run the most efficient workgroups at Tri Edison. I would like to continue my success under your direction in Site Management.

If my experience and management philosophy are attractive to you, please feel free to contact me at xxxx.xxxxxxxx. Thank you for your consideration.

Sincerely yours,

Signature

Your Name

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SKILLS INVENTORY

Once you have determined your career aim(s) and understood your personality, you need to perform a stock take of your skills. Skills are things you have learned to do. They are gathered as a result of training, experience or education. Most people have dozens of skills that they can immediately think of. It may be that you already possess the skills to fit your career aim(s). Alternatively, you may need to acquire a new skill to achieve your career aim(s) or learn to package your existing skills and experience. Your skills or core competencies, as they are also called, are going to be essential tools to realizing your career aim(s).

In the business context some of the skills you may have acquired are leadership, planning, managing, writing, accounting or legal skills etc.

Business skills in combination with your interpersonal skills – listening, motivating, selling, negotiating or problem solving and self management skills – positive thinking, emotional intelligence, following through or risk taking, make up your core competence.

Core competence	=	business skills	+	interpersonal skills	+	self management skills
Skills		<ul style="list-style-type: none">• leadership• planning• managing• writing• accounting• legal skills		<ul style="list-style-type: none">• listening• motivating• selling• negotiating• problem solving		<ul style="list-style-type: none">• positive thinking• emotional intelligence• following through• risk taking

Stock Take Exercise

The following exercise will help you to identify the skills you have which are readily transferable into other contexts. When completing this, please think about your abilities in both work and leisure activities. Many skills such as budgeting and organizing may well have been developed 'in the home'. It does not matter whether you are paid for what you do; the important question is; do you believe you possess some skill in this area?

There are six categories to complete in this exercise. This is not exhaustive and you may wish to add further skills or categories.

1 Consider each skill and make a note of the ones you are proficient in.

2 Write down an example which demonstrates your skill in that area.

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Evaluating your People Skills

Skill	Proficient in - \checkmark	Example demonstrating skill
Listening to others		
Encouraging others		
Resolving conflict		
Motivating people		
Teaching/training others		
Organizing people		

Evaluating your Manual/Practical Skills

Skill	Proficient in - \checkmark	Example demonstrating skill
Making repairs		
Building		
Taking measurements		
Maintaining equipment		
Operating machinery		
Using a computer		
Operating desktop publishing equipment		

Evaluating your Communication Skills

Skill	Proficient in - \checkmark	Example demonstrating skill
Using the telephone		
Dealing assertively with people		
Story telling		
Public speaking/ giving talks		
Talking to people in authority with confidence		
Writing letters		
Completing forms		

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Evaluating your Mathematical Skills

Skill	Proficient in - \checkmark	Example demonstrating skill
Memorizing figures		
Estimating		
Planning		
Making rapid calculations		
Judging distances		
Budgeting		
Keeping accounts		

Assessing your Problem Solving Skills

Skill	Proficient in - \checkmark	Example demonstrating skill
Working out routes		
Crosswords		
Coming up with new ideas		
Analyzing alternatives		
Diagnosing faults or causes of problems		
Interpreting data		
Flowcharting		

Evaluating your Creative Skills

Skill	Proficient in - \checkmark	Example demonstrating skill
Creative writing		
Designing/decorating a room		
Finding alternative uses for things		
Craft making		
Musical		
Drama		
Improvising		
Cooking		
Using colors creatively		

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Review the exercise you have done.

- Which categories had most responses?
- Of all the skills you have, which would you include in your top ten? Now list them.

Top Ten Skills	Example demonstrating skill

Don't worry if you were not able to list ten skills.

- If you can, ask someone you know to go through the exercise with you. Do they identify skills you had not included?
- What are your reflections on doing this exercise? Any surprises?