Name :

Surname :

Age :

City (and country)

**My dream job letter,**

Blablabla…

**Please read these tips!**

Applying for jobs can be a messy and stressful business. Almost everyone will have their own tips and tricks when it comes to writing the perfect cover letter, and if you’re shopping around for guidance, you’ll often end up with conflicting advice.

One universally acknowledged truth is the importance of a cover letter. To many, it’s just as important as the resume. A cover letter serves the purpose of targeting the specific employer you’re sending it to, highlighting your appropriateness for the job.

Writing a great cover letter will have your application standing out from the rest, and give the employer clear reasons why you’re the right person for the job. It could be the difference between landing your dream job and not even getting a call back. So whether you’re taking the next step forward, looking for your first graduate job or changing careers, here’s how to write a great cover letter.

Separate your cover letter from your resume

Your cover letter shouldn’t be seen as an opportunity to rewrite your CV in paragraph form. A cover letter is a chance to show what you can bring to a position over and above the strengths and experience found in your resume.

### Structure your cover letter the right way

Working within the solid framework of a cover letter format will ensure that your cover letter is kept short and impactful. A well-structured cover letter might consist of:

* **A salutation** This will depend on how much contact information you have, but if you’ve got a specific name, use it formally (e.g. Dear Mr Smith). If you’re unable to get a contact name, simply start with your opening paragraph.
* **An opening paragraph** Create a positive first impression, and get their attention by showing some knowledge of their company and why you want to work there. I would say the opening paragraph is most impactful. So make it work hard for you.
* **The body** Begin with a clear topic sentence identifying your skills, qualifications, knowledge and interests that are applicable to the role. Provide real world examples of the use of these attributes. Use positive, convincing, active language to make your points.
* **A closing paragraph** Begin by reaffirming the points made in your opening paragraph – that you’re interested in the position and believe you’d be a good fit. Invite the employer to read your resume, and indicate your desire to meet with them face-to-face. End with thanking them for their considering your application and end off appropriately with “Yours sincerely” or “Kind regards,”.