

Cover Letters

A cover letter puts your CV into context. Be clear about why you want to work for the company, and why they should want you! Here are our top tips:

- **Begin with an opening paragraph about why you want to work for the company and how you'd be a good match.**
- **Make sure to do your research.** It's a good idea to mention the mission statement and values of the organisation and show how they resonate with you. These can be found on the website of the employer.
- **Get a feel for any projects the company is working on and areas of expansion.** Then sell yourself as the missing piece of the puzzle! Show how your experience relate to these, so the employer can picture you working on projects and part of the team.
- **Make sure you're clued up on any happenings in the sector** – this shows you're aware of any opportunities or challenges they might be facing, and that you know your stuff!
- **Use each point of the job requirements as headings** and write a short paragraph about how your experience and skills demonstrate your ability to fulfil each. This will make it easier to write and ensure you are covering all bases.

This will also make it simpler for the employer to find the information they want to know about you—it can be a long process sifting through a big pile of applications!

- **Use the STAR technique to formulate each paragraph.** STAR stands for Situation, Task, Action, and Result. Write about the context, what the problem was, what action you took/skill you demonstrated, and what the outcome was.

Take a look at this [webpage](#) to learn more about writing a cover letter .

