

Career Services Quick Tips

COVER LETTER WRITING



»» WHAT IS A COVER LETTER? ««

- It is a document that provides additional information on your skills and experiences and should accompany your CV when you apply for positions.
- It formally introduces you to the recruiter or prospective employers to convince them to look at your CV and that you are the best candidate for the job!

GENERAL GUIDELINES FOR THE PREPARATION OF A COVER LETTER:

- The main purpose of a Cover Letter is to respond to an advertisement in an attractive, short and to the point manner.
- A Cover Letter signals that you pay attention to detail.
- A Cover Letter sends a message of professionalism.
- A Cover Letter demonstrates your writing skills and other skills and experiences.

GENERAL GUIDELINES FOR A COVER LETTER:

- Write a Cover Letter that will complement your CV, not duplicate it.
- Make sure that there are visual similarities between your Cover Letter and CV: Make sure to utilise the same font (type and sizes).
- Your Cover Letter should not exceed 1 page, focus on creating 4 short paragraphs.
- Make sure to use professional language.
- Check for spelling or grammatical errors.
- Your Cover Letter will most likely be viewed first, use this opportunity to impress

REMEMBER:

It is important to include the following elements in your Cover Letter:

- The return address;
- The date;
- Address of the person you are sending the letter to; and
- Your full name(s) & surname, contact details. and signature

Please contact Career Services for more details or an appointment:

Kingsway Campus | 011 559 3106 / 3324 | B5 Building / C Ring 1

Bunting Road Campus | 011 559 1318 | Impala Court

Doornfontein Campus | 011 559 6042 | House 2, next to the Student Centre

Soweto Campus | 011 559 5752 | Adalaide Tambo

- f Facebook: PsyCaD Career Services
- t Twitter: @UJCareerService
- ig Instagram: uj_career_services



THE CONTENT OF YOUR COVER LETTER:

FIRST PARAGRAPH:

The first paragraph of your Cover Letter should contain information of the position you are applying for as well as why your background makes you the best candidate for the position.

SECOND PARAGRAPH:

In the second paragraph, provide a brief description of how you would contribute to the company and how your skills and qualifications will benefit them. Base this description on the key words and identified skills found during your research for your CV. Be sure that you are informed about the company for the particular job you are applying for and link the above to their products, services and organisational culture.

THIRD PARAGRAPH:

For the third paragraph you will make use of the information you've gathered on the company during your research. In this paragraph, describe your interest in the company and demonstrate your knowledge about them and the industry.

FOURTH PARAGRAPH:

Use the final paragraph to request an interview and supply the reader with your contact details as well as the hours in which they will be able to reach you. Please do not indicate that you are available 24 hours per day. This shows desperation and that you are not serious about the job application.

COVER LETTER EXAMPLE:

Dear (Named person)

(Where was the advertisement seen?)

Following your advertisement in (Newspaper / any other source) on (date) I am enclosing my current CV as requested.

(Expressing your interest)

I am very interested in this position and feel that I have the skills, knowledge and experience you are looking for,

(Asking for the interview)

I look forward to having the opportunity to attend a possible interview to discuss the position in more detail.

Yours sincerely,

xxx