



THE ONLY GUIDE YOU
NEED FOR

COVER LETTERS



COVER LETTER TEMPLATES

Cover letters let you tell a story, reveal your personality and build rapport, they can set you apart. They are also useful for covering anything you feel might be of concern to the employer or if you are trying to see your skills when applying for a new career path.

On the flip side they are time consuming.

There is conflicting advice in regards to their necessity, however most employers indicated they prefer a cover letter that addresses certain areas of the role.

Our advice is send a cover letter unless the advertisement states not to, this may be a test of your attention to detail or ability to follow instructions. Below we've provided an example and two templates as a guide.

Putting some time and energy into developing a cover letter is a good investment. Below are an example letter and two templates.

EXAMPLE COVER LETTER

Dear Mr/Ms [name],

RE: JOB TITLE

With my xx years of experience in Finance and Administration roles, I am confident that my skillset will enable me to take on any role across these areas. I have a diverse background and bring a range of positive attributes including a strong work ethic, a proven record working as part of a team and autonomously, the ability to adapt to changing work environments and experience following established systems and procedures.

Whilst my resume (attached) provides further details, I would like to summarise for you.

- **Accounting/Bookkeeping** - 6 plus years experience in a variety of industry sectors
- **Project Financial Administration** – experience working with a range of projects, focused on outcomes and deadlines
- **Office Administration / Support duties** – capable of handling any task across these areas

I am comfortable working with limited or no supervision, pride myself on my use of initiative but also happy to take direction and work as part of a team.

I look forward to the opportunity to discuss my application in further detail at a time of your convenience.

I look forward to an interview.

Yours Sincerely
[Your name]

Template 1 – Advertised Role

Dear Mr/Ms [name],

I'm writing to express my interest in the recently advertised [position title] role. I am applying as I believe the duties outlined in your advertisement match my employment wish list.

I have [number] years of experience as a [your title/role] and during this time I have [outline your experience and mention key achievements].

[Mirror the language used in the ad to outline why you feel you are suitable for the role].

[Reiterate the reason you are a strong contender for the role, what you bring and why you would fit into their business].

Thank you for taking the time to consider my application, and I look forward to hearing from you.

Yours sincerely,

[Your name]

Template 2 – LinkedIn Connection

Dear [name],

I am connecting via LinkedIn as I see you are a recruitment specialist in [insert sector]. As a [insert role title/function] interested in new positions in the [insert city] area, I would value the opportunity to network with you to find out more about the positions you recruit and whether you may be able to assist in my next employment opportunity.

I have [insert number] years of experience in the industry and most recently I have [insert a brief outline of your recent professional experience]. My key skills are [insert a few key points or strengths] and my key achievements include:

- [insert achievement – Example: “**Cost Saving** - reduced the number of monthly credits being issued from \$25,000 to \$3,000 in 6 months.”]
- [insert achievement]
- [insert achievement]
- [insert achievement]

[In this paragraph, summarise what you see as your unique selling points– Example: “I am a self-motivated and positive person with the ability to lead by example. I am confidently able to navigate any working environment and take on the duties associated within my career skillset with ease.”]

I look forward to discussing my potential to contribute to your client's [or organisation's] needs. Please do not hesitate to contact me on [insert mobile number].

Kind regards,

[Your name]