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Write a great cover letter

The purpose of a cover letter

A cover letter is more personable than your resume and can reveal more of your personal attributes. It highlights your motivation, key skills, qualifications and how they are a match to the role. It also provides hint of what is ahead in your resume, encouraging the hiring manager to read further.



What to include in your cover letter:

- 1** Indicate the position you are applying for.
- 2** Describe your motivation in applying for the position.
- 3** Summarise your experience, your values and suitability for the position.
- 4** Include your availability for an interview or further discussion.
- 5** An effective cover letter is simple and succinct. Do not include unnecessary information or complicated language.
- 6** Ensure your cover letter is no more than 1 page in length.

Reminders:

Always proofread your cover letter for spelling or grammatical errors. Remember to write in a formal style and organise your letter into paragraphs. You may also ask a friend or family member to review your cover letter for you.



[Click here to review a sample cover letter or navigate to the resources section on the recruitment page for an example of how a cover letter is written.](#)