



Cover Letter

What should be included in a cover letter?

- Personal details
- What vacancy you are applying for
- Where you have seen the vacancy
- Why you are suitable for the role
- What you can bring to the role and company
- Closing statements

Cover Letter – Format

Opening the letter – Why are you getting in touch?

The opening paragraph should be short and to the point, explaining why you're getting in touch. It's also useful to include where you found the ad i.e. as advertised on the company website. If someone referred you, mention their name in this section.

Example: I wish to apply for the role of Chef De Partie, currently being advertised on Searcys careers website. Please find enclosed my CV for your consideration.

Second paragraph – Why are you suitable for the job?

Briefly describe your professional and academic qualifications that are relevant to the role and ensure you refer to each of the skills listed in the job description.

Example: As you can see from my attached CV, I have over three years' experience in as a Chef De Partie working for an Events Venue, and I believe the experience I have gained is suitable for the role you are currently recruiting for... etc!

Third paragraph – What can you do for the company?

Now's your opportunity to emphasize what you can do for the company. Outline key achievements and previous experiences.

Example: In my current role as an Events Chef De Partie, I have been responsible for supporting the Executive Chef with catering for events up to 500 guests. I have won employee of the month four times for feedback from our guests.

Closing the letter

Sign off your cover letter with 'Yours sincerely' (if you know the name of the hiring manager), or 'Yours faithfully' (if you don't), followed by your name.