**The perfect CV cover letter**

A good covering letter can make all the difference, it makes your application stand out from the countless others that pass across an employer’s desk. The letter introduces you and your CV and is your first chance to make a good impression on your potential employer. Your letter must be clearly presented with correct spelling and grammar. Emails should be written in a common font and should emulate a handwritten letter in terms of style.

**Content**

The content of your cover letter should be brief and structured, avoid lengthy repetition of information covered in your CV.

If possible avoid Sir or Madam and address the contact whose name appears in the job advert.

If you are replying to an advert, mention job title, any reference number and where and you saw it.

Briefly outline your current situation and why you are seeking change. Include brief details of your current or last job, and qualifications and experience relevant to the job or company you are applying to.

Highlight your transferable skills and any achievements, your aim should be to demonstrate the contribution you can make to that employer.

Negative information of any sort should be avoided in your covering letter and CV.

Ensure you close your letter by stating you would like the opportunity to discuss your suitability further at an interview and that you await a response in due course.

**Click here to download your Covering Letter template:**