

BE IN THE KNOW

COVER

LETTER



FORMAL LETTER

A cover letter should be typed, use professional language and contain no spelling or grammar mistakes

ADDRESS DIRECTLY TO THE EMPLOYER

Try to find out the name of the interviewer and address it directly to them

AVOID REPEATING YOUR CV

Include different skills, experiences and achievements that you have not mentioned in your CV

HIGHLIGHT YOUR UNIQUE SKILLS

Explain what you can offer to the company and why they should hire you. Demonstrate how you stand out from the other candidates

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