

Tips on a Covering Letter



When sending a Curriculum Vitae (CV) to apply for an advertised position:

- Address the letter to a named individual in the company
- Refer to the position applied for and advise that you enclose your Curriculum Vitae (CV)
- Use a font that is easy to read (courier, arial)
- Sign the letter personally

When sending a Curriculum Vitae (CV) to a company 'on spec':

- Address the letter to the relevant department or section in the company
- Refer to the position you desire
- Focus the letter on the potential employer's needs
- Specify your availability for interview
- Use a font that is easy to read
- Check for spelling, grammar and punctuation
- Sign the letter personally