

Lecture 6 - How to write a Cover Letter

This letter goes with your resume and is divided in some compulsory paragraphs. The cover letter aims to support your application and catch the attention of the recruiter or employer.

Unless they clearly mention that they do NOT want the applicants to submit cover letters, then you should always submit one, even if it is not explicitly required for the job application.

You must mention: your name and contact details, the job title you are applying for, and the date.

Try to find out the name of the person who is in charge with the recruitment process and address the letter to them, such as:

"Dear Kate,"

The cover letter should have some distinct parts, and should address the requirements of the job:

1. An introduction, such as: "I am very excited to apply for the 2021 Engineering Graduate Program at Telstra."
or
"I would like to express my interest for the Civil Engineer position at Fulton Hogan, Melbourne."
2. Your relevant technical knowledge and skills for that specific position, as well as your soft skills and the experience that you developed throughout your voluntary and/or paid work. - with this paragraph you want to showcase your skills and highlight why the company should choose you for this role, among all the candidates.
3. Your main reasons why you are applying for this position: "I am very interested to work in this company because..." With this paragraph you intend to inform them why you chose to apply to their company, not to any other company.

4. Availability (I am available at anytime or I am available immediately)
5. Work rights: I have visa 500 that gives me the right to work 40 hours per fortnight / I have visa 485 that gives me full-time working rights.

6. At the end of the cover letter you kindly ask them to offer you the opportunity to participate in an interview:
"Please feel free to contact me anytime via phone or email to arrange a meeting, to discuss my application further, and to give me the opportunity to provide you with any additional information you may require."
or
"I look forward to having an opportunity to discuss my application further."

7. Then you use a closing formula and your name
"Thank you very much for your time.
Yours sincerely,
Gabriela Raducan"