**Cover Letter**

A cover letter is a single-page letter that you include with your job application.

You should always include a cover letter, unless the job advertisement clearly says not to.

**The purpose of a cover letter**

When writing a cover letter, you should:

* introduce yourself
* mention the job (or kind of job) you're applying for (or looking for)
* show that your skills and experience match the skills and experience needed to do the job
* encourage the reader to read your resume
* finish with a call to action (for example, asking for an interview or a meeting).

**How long should a cover letter be?**

Keep it short. A cover letter is meant to be a summary of your resume, so don’t write more than one page.

**Matching your cover letter to the job**

Use a different cover letter for each job you apply for. Your cover letter needs to show that you know what the job involves, and what the employer is looking for.

To do this, be specific about your skills and qualities. You also need to show how they match the needs of the job or the organization.

**What to include in your cover letter?**

Here's a list of things you should include in your cover letter.

* Your name and contact details
* Their name and contact details
* The name of the job you're going for
* A list of your relevant skills
* A summary of why you're right for the job
* Ask them to contact you

**What you shouldn’t include in your cover letter**

There are some things that should never be in your cover:

* Typos or mistakes
* Including your whole resume in your cover letter
* Using ‘I’ too much
* Don't mention your other job applications