Application and Cover Letter

Employees expect applicants to have good verbal and written communication skills. Concise well written are essential in every phase of your job search, starting with the cover letter transmitting your resume and requesting an interview and including your thank you letter for the interview and/or offer of employment.

The cover letter is a formal letter so the language should be business like, the spelling and grammar perfect and the style appropriate. The employer will use the letter to help them draw up a short list of applicants who will be invited to attend an interview.

Sometimes employers ask for a hand written letter which may indicate that the employer may be using a hand writing analyst.

Cover letters will be different for each employer. It provides an opportunity for you to state how your skills and experience match what the employer is looking for, while keeping the letter to a single page.

If you do not have a record of skills in Australia, consider the possibility of volunteering. Volunteering Gold Coast (VGC) has a list of volunteering jobs available at [WWW.volunteeringgc.com.au](http://WWW.volunteeringgc.com.au). Some organisations also offer training for their volunteers. It is important to register with VGC who can assist you with finding the right match for you and the organisation. The skills learnt as a volunteer can be added to your resume and your job application.

Ensure that the cover letter is easy to read and uses a font and format that expresses the area that you are applying for. For example a cover letter for an accountancy position will be different form a cover letter for an artistic position. Ensure that the letter is easy to read, that the print size is not too small and that the letter is not written in UPPER CASE. Using upper case gives the appearance that you are yelling. Bold or italics may help you to emphasise certain points, but use them sensibly and sensitively and in context.
Sample format for a Cover Letter

Your address
Suburb  State  Postcode

Date

Name of employer
Title
Organisation
Address
Suburb  State  Postcode

Dear Sir/Madam

Re:  Position name / number (if stated)

Opening paragraph:
Tell why you are writing. Indicate if you are applying for a position. Name the specific person or particular career field that interests you. Mention how you learnt about the job opportunity. If you were referred by a person within the organisation or career field, mention their name and title and why you are interested in the position and organisation.

I am responding to the position of Accounting Assistant as advertised in the Gold Coast Bulletin on Saturday 3 March 2012.

Middle paragraph:
Refer to your enclosed resume and give some background information. Give examples of your work and volunteer experience, education and skills that qualify you for the position for which you are applying. Explain how your academic background and experiences make you a qualified candidate for the position.

I am bilingual and speak English and Japanese fluently. I have completed a Certificate III in Business Administration. My current position at Express Accounting involved client contact, assisting with BAS preparation and budgeting.

Closing paragraph:
State your availability for an interview and mention the enclosure of any extra documents e.g. resume or application form.

I am eager to meet with you to discuss my application further. Please find enclosed my resume, application form and address to the selection criteria. I can be contacted on 0413____  ____.

Yours faithfully

Signature
Name