

Cover Letter Planner

Cover letters can be a great way to introduce yourself and highlight some of your key qualities. Use this planner as a guide to structure your cover letter. Remember to tailor your cover letter to the job you are applying for. Taking the time to do some employer research, identifying keywords and understanding what you can bring to the role will all result in a strong cover letter.

Introduce yourself. Write a little bit about yourself and why you are interested in the job and their organisation.

Highlight relevant experience and qualifications. Keep it brief and only include details that apply to the job you are applying for.

Sell why you should get the job. Sum up why you are the right person for the role and how you will add value to their business.

Close the letter with a call to action. Invite the reader to look at your résumé and discuss your application. Include how to contact you here as well.

Finally, don't forget to proofread your cover letter! Make sure it is easy to read and error-free. A persuasive cover letter shows you have strong written communication skills.