

# Writing a Cover Letter /

## The purpose of a cover letter

Your cover letter is equally as important as your CV and requires just as much consideration. It aims to instantly influence the reader to ensure you receive a positive response to your initial contact. You should pay particular attention to the layout, ensure it has a defined structure and try to make the content interesting and relevant.

## What should you include in your cover letter?

- Demonstrate a specific match between what you can provide and what the role requires
- Highlight any specific training you have received which would be relevant to the role or company
- Indicate the transferability of your skills and achievements and how these would be of particular benefit to the company
- Focus on some of your personality traits, eg. level of commitment, ability to work under pressure etc.

## Example /

*I am writing to enquire whether you have a vacancy in your company for a Finance Manager. I enclose a copy of my CV for your consideration.*

*As you will see from my CV, I am currently working for ABC Ltd as the Finance Manager. In my present position I am responsible for managing all aspects of the finance department including cash flow, forecasting, budgeting and preparation of accounts. I have worked closely with the Business Development team and have been able to identify potential areas of risk in their expansion plans.*

*Over the last year I have implemented ISO 9000 throughout our organisation. This meant rewriting many of the company's procedures and in some cases creating new procedures. I successfully obtained accreditation at the first attempt within the Board's six-month timescale.*

*With my proven ability to manage and maintain the highest financial reporting standards whilst also minimising costs, I feel that I would be able to make a significant contribution to your company's management team.*

*I would be grateful if you would contact me if you have any vacancies in your company, or keep my information on file in case of future openings. I would welcome hearing from you.*

*Yours sincerely,*