



Australian Government



Cover letter tips

Paragraph 1 is clear and inviting

- Tell the employer why you are interested in the job.
- When responding to an advertised vacancy, refer to the job number and/or vacancy title.
- Briefly outline why you are suitable for the job and why you want to work for them.

Paragraph 2 outlines your skills

- Explain why you are a good fit for the job.
- Use a couple of examples of past work tasks to show the employer you have the skills to do the job.
- If you don't have any work experience, talk about the skills you have built from other activities. For example, through sports, school projects and other non-work activities.

Paragraph 3 is confident, friendly and enthusiastic

- The last line of your letter should invite the employer to contact you.
- You could say something like, 'I look forward to learning more about this opportunity and demonstrating that I have the skills, attributes and experience you are looking for'.

Disclaimer: The content of this tipsheet is intended as general information only and does not replace professional advice. It is derived from a variety of sources and has been prepared without taking into account your individual objectives, situation or needs. You should consider your personal circumstances, and if appropriate, seek independent legal, financial or other professional advice before acting. The Department has endeavoured to ensure the currency and completeness of the information in this tipsheet at the time of publication; however, this information may change over time. Provision of links to external websites are provided for convenience only and should not be construed as an endorsement or approval of the third party service or website by the Department. The Department expressly disclaims any liability caused, whether directly or indirectly, to any person in respect of any action taken on the basis of the content of this tipsheet.