



# Writing a cover letter

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'.

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