

~~Your  
school  
logo  
here~~



IMPLEMENTING MY CHOICE



# Writing Cover Letters



# Learning Outcomes

The information in this career resource will develop your:

- Understanding the role of cover letters in the job application process.
- Understanding of categories of cover letters.
- Skills in writing cover letters to help you get a job.

## What is a Cover Letter?

A cover letter is a brief, one page letter that accompanies your résumé and any other required job application documents.

The two main types of cover letters are:

- Cover Letter in response to an advertised job vacancy.
- Cold canvassing cover letter, i.e., a letter you write to make a direct approach to an employer to express interest in future jobs.

## Cover Letter Confusion

There seems to be quite a bit of confusion about whether a cover letter is required these days. Some job boards on the Internet request a cover letter and résumé, some request a résumé and a cover letter is optional, some request a résumé and some simply involve filling in an online application form.

Clearly, a cover letter is mandatory when it is requested. Failure to submit a cover letter when it has been specifically requested may result in your application being rejected.

When a cover letter is optional, it is highly recommended that you write a cover letter. Getting a job is a tough gig. Including a cover letter when it is optional:

- Gives you another chance to highlight what you can offer the role, why you would like to work for the organisation and why you should be considered for the next stage of the recruitment process.
- May help the recruiter select you for the next stage of the recruitment process.

