



Writing a Cover Letter

What tense should it be written in?

REVIEWED 10/04/17 LO

Feel like you're repeating yourself?

Stuck on how to sell yourself?

The bulk of the information an employer needs, they will get from your CV, so you shouldn't repeat this information. Use your cover letter as a chance to introduce yourself. Don't be afraid to show some personality! Use it to make an employer excited to find out more about you and what you've got to offer.

My perfect CV, CV.co.uk and Reed are all great places to start with this as well – they have templates and tutorials on writing our cover letter

My World of Work have a great tutorial on layout for cover letters [here](#).

It is difficult to give tips for writing a cover letter, as there really isn't a one size fits all approach – each letter should be personalised to illustrate relevant information for each role and employer. However, before sending each letter off, there are a few things you should always check for:

1. Length

Keep it to one page. Ensure you are concise and snappy

2. Who it's addressed to

If you can, address your letter to the person handling the vacancy. If you don't know their name, try to use their job title.

3. Spelling, grammar, and punctuation

Ensure you proof read. If you can, have someone else read it over too.

4. Inappropriate information

There is no need to include a photo. There is also no need to add: your age, religion, sexual preference, or political affiliation.

5. Honesty

DON'T LIE – an employer will find out.



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