



Shannon Cover Letter Preparation

Your cover letter is as important as your CV. Always include a cover letter with your CV. It is an opportunity to make a good impression.

A cover letter should include:

1. Address it correctly, apply to a specific manager name if possible.
2. Format the cover letter - uses the same stationery, font style and presentation style as your CV.
3. Specify the role in the first sentence, here possible, mention where you saw the job advertisement.
4. Include a brief paragraph on what your skills and experience are versatility as an employee
5. Reason for interest
6. Include your contact details.