

Writing application letter

What is a Cover Letter?

A cover letter is a formal job application document that introduces you to potential employers and showcases your relevant skills and qualifications.

Your cover letter complements your resume by providing context and showcasing your motivation and suitability for the role. Your cover letter should accomplish the following:

- Introduce yourself to the hiring managers.
- Provide details about your qualifications.
- Tell employers why you want to work for them.
- Illustrate why you're the best match for the job.
- Explain circumstances like job hopping or gaps in employment.

What to include in a Cover Letter?

The standard **cover letter format** is the same as the business letter format and should include the following sections:

- **Your contact information:** Your full name, address, phone number, and email address. Include the date you're writing the letter.
- **Potential employer's contact information:** If you have it, include the name, title, company name, and address of the hiring manager or employer.
- **Salutation:** Address the letter to a specific person if possible (e.g., "Dear Mr. Smith," "Dear Hiring Manager," "Dear XYZ Company Team").
- **Introduction:** State the position you are applying for and where you found the job listing. Express your enthusiasm for the role and briefly introduce yourself.
- **Body paragraphs:** In the body paragraphs of your cover letter, highlight two to three key qualifications that align with the job description, provide specific

examples of your impact in past roles and summarize your interest in the role and company.

- **Sign-off:** Close your cover letter with a professional and polite closing, such as “Best regards” or “Sincerely,” followed by your full name.

What are the three styles of letters?

a. Formal Letters

- Used for official or professional communication.
- Examples: Job applications, business inquiries, complaint letters, official invitations.
- Characteristics: Polite tone, specific format, clear purpose.

b. Informal Letters

- Used for personal or casual communication.
- Examples: Letters to friends, family, invitations and congratulatory letters or acquaintances.
- Characteristics: Friendly tone, less structured, may include personal anecdotes

c. Semi-Formal Letters

- A blend of formal and informal.
- Examples: Letters to colleagues, neighbors, teachers mentor or acquaintances about moderately formal topics.
- Characteristics: Polite but not overly formal language.

Effective Cover Letter

(Date of letter, e.g.)
Monday 1 January 2009

(Your address and contact details, e.g.)
1 Sample Street
Sydney NSW 2000

(Name and Address of person offering the position, e.g.)
Mr. Sample Person
Manager
Sample Hire Company
2 Sample Road
Parramatta NSW 2150

Dear Mr. Person,

I am very interested in the position of yardman (or delivery driver, maintenance mechanic or any one of the wide range of jobs available in the hire and rental industry), advertised on the Hire & Rental Industry Association website this week.

I have a range of relevant skills and experience that fit the position you described, including:

- Work experience in your industry (provide details)
- Organisational skills, computer skills or other skills that directly relate to the position being advertised. These skills may have been gained from school, from helping out in a family business, from part-time work after school and on the weekends. (Be as specific as possible.)
- Personal interests that may add to the total package you offer - clubs you belong to, any role you have fulfilled for the club (e.g. fund raising, organising events etc.)
- Any abilities you have or skills you have acquired that demonstrate willingness to learn and initiative.

I believe these qualities; skills and qualifications make me a solid candidate for the position of (name the position) and appreciate you reviewing my enclosed resume.

I look forward to discussing this matter further with you.

Yours sincerely,

(Your name)

Cover Letter Format



Header

Jane Wright
5505 Paragraph Way
Gainesville, MA 11111
(555) 555-0199
the.right.wright@email.com

November 5, 2024

Salutation / greeting

Virginia Apgar
Recruitment Manager
Boltvern Hospital
Gainesville, MA

Dear Mrs. Apgar,

Opening paragraph

My name is Jane Wright, and I am interested in the entry-level nursing position at Boltvern Hospital. I recently graduated at the top of my class from Greendale College with a bachelor of science in nursing and am eager to apply my hands-on education to provide the high-quality, patient-centered care Boltvern is known for.

Body paragraph

During my clinical rotations, I built a strong foundation in patient assessment, wound care, administering medications, and team collaboration. After a gap year teaching English in Brazil, I interned at AcmeCo Hospital, where I gained experience in fast-paced settings and learned to multitask and stay calm under pressure. Working with elderly patients was particularly rewarding, as it deepened my empathy, communication, and patience.

Closing paragraph

Joining Boltvern Hospital is an exciting opportunity to grow within a respected institution and contribute to patient care. I am confident that my clinical skills, dedication, and passion for nursing make me a strong fit for this role. Thank you for considering my application; I look forward to discussing my qualifications further.

Sign-off and signature

Sincerely,
Jane Wright