

# How to Write a Good Cover Letter

FYLL (Fair Youth Labour Label): 2024-1-IT03-KA210-YOU-000246569





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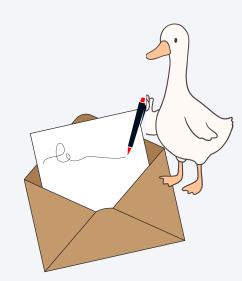


Read the job advertisement carefully. What are your strengths and achievements that would be valuable to the company?

## Preparation

Consider which aspects of your education are relevant to the role you're applying for.





Whenever possible, address the letter to a specific person - it shows attention and genuine interest.



Do some research about the company/organization/institution.



Reflect on how you fit with the company culture - what values do you share? How can you contribute?



The cover letter should reflect your personality, so be creative, but maintain a professional tone and format.

## **Letter Structure**

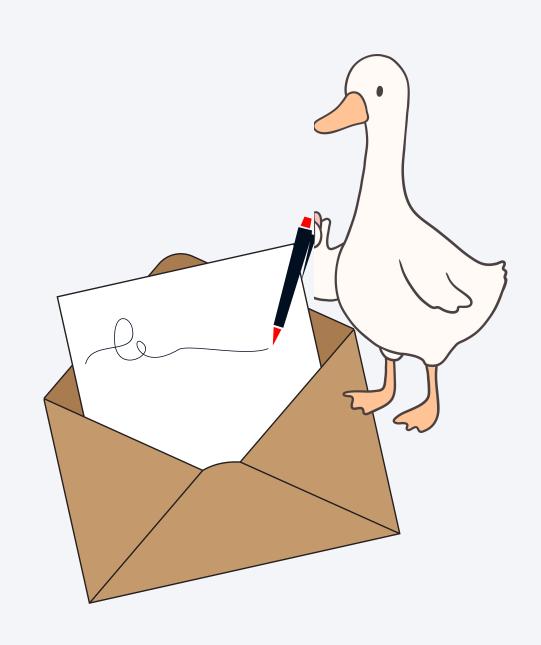
Keep it to one page, divided into three to four paragraphs.

Use a **readable font**, no smaller than 12pt.

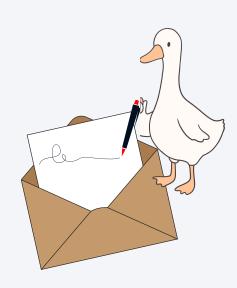
Make sure the letter doesn't look too cramped or too empty.

Use **keywords** that match those in your CV.

Proofread carefully for spelling, grammar, and punctuation.



## **Letter Structure**



#### First Paragraph - Introduction

- Grab the reader's attention.
- Mention the specific job title and reference number (if applicable).
- State where you found the job ad or how you learned about the position.

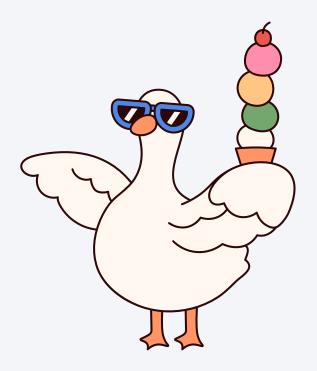


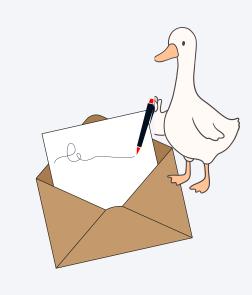


#### **Second Paragraph - Skills**

- Briefly describe your qualifications and achievements without too much detail.
- Focus on three key skills that are most relevant to the role.
- For example, if the job requires management skills, mention any leadership experience you have.

## **Letter Structure**



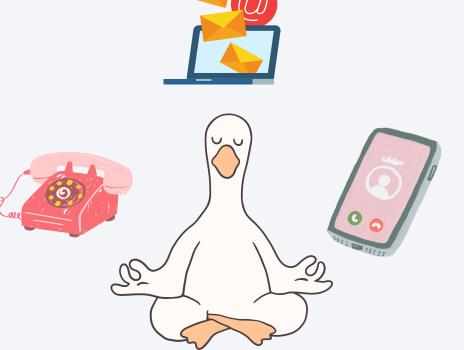


#### Third Paragraph - Motivation

- Explain why you want the job and why you're the best candidate.
- Describe relevant professional experience, skills, qualifications, and personal qualities.
- If you're still in university and have limited experience, you may combine the second and third paragraphs.

#### Final Paragraph - Closing

- Mention that your CV is attached and that you're available for an interview.
- Include your email address and phone number, even if they're in the CV.





Be clear, professional, and concise.

- ✓ Customize the letter for each job.
- **✓** Avoid grammar mistakes.
- **✓** Show motivation and enthusiasm.

