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Essential Tips

CENTRE & courtesy of CEC~JPC

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CEC-JPC Daily Tips: Cover Letter Tips



"Your Cover

Day 1: Customise and Personalise

• Address the person in charge of hiring - Name, Designation, Title

• Customise content to the position you are applying for.

• Avoid spelling errors at all cost! - Especially when spelling someone's name

...and the Product it You!"

Your CV is the

Nutritional

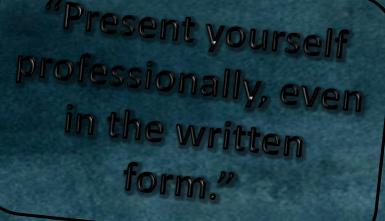
roduct"

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Day 2: Be Professional

• Aim to sound <u>Mature</u> and <u>Experienced</u>



• A huge <u>No</u> to negativity!

- Don't bad mouth your previous employer
- No complaining about unfortunate events
- No explaining about how you were taken for granted
- No whining about unsatisfying life conditions

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"Maintain

professionalism,

even if you try to

sound casual in

your cover

letter."

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Day 3: Do not repeat your CV/resume

Avoid being repetitive.

- Give them addition information that they cannot find in your CV/resume.
 - Additional information that will help you in that job application.

 Inject your personality in. - Express yourself in a way that would help you land the job.

• A friendly tone is always good.

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Day 4: This is your chance to WOW them!

"Show me; Don't tell me"

- K. I. S. S.
 - Keep It Short and Simple
- Your cover letter should only be <u>1 page.</u>
- Provide evidence of your previous work.
 - Mention key projects or difficult cases you solved.
 - Express your skills.

• If you claim to be good or great at something, make sure your CV/resume reflects it.

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• "I can do pretty much anything" tells the employer nothing about what you can do.

• Avoid being vague

- Paint them a **clear picture** of...
 - What you can do
 - What you have done
 - What you want to do

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June in next week for more

