



## Make the right statement with your cover letter



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## 1. Introduction

Your CV should always be accompanied by a CV cover letter. A cover letter is a tool that, if used correctly, can make your first impression as good as possible.

## 2. Top 10 tips for compiling your cover letter

1. Always send a cover letter with your CV.
2. Keep it short and to the point.
3. Your letter should consist of three or four paragraphs.
4. Introduce yourself, state the position you're interested in.
5. Tailor your experience to suit the job requirements.
6. Tell the employer why you would be good for the job as opposed to why the job would be good for you.
7. Try and show that you have done research into the company, it's important to show that you made the effort.
8. Request an interview and give an indication of when you'll be available. Include any dates you might be unavailable and provide a contact number.
9. Follow up with a call to the hiring manager.
10. Never underestimate the importance of a cover letter; use it to lift your CV.