Writing a winning cover letter
How to write a cover letter for a job application

Competition for jobs can be tough and your job application needs to stand out. At times, employers may deal with hundreds of applications for the one position.

Whether you are writing a letter of application in answer to a job advertisement, or just searching for work that has not been advertised, the objective is the same – to get an interview!

Cover letters are an important part of the whole package that you send to the employer. It is likely to be the first correspondence you will have with an employer on which he/she will be able to judge you, so it’s your chance to make a great first impression.

Although your resume will outline your relevant work history, qualifications, dates and specific details about your skills and experience – the cover letter introduces you. It explains your motivations for seeking the position and provides summary information about your skills and experience.

Cover letters are a useful way to ‘fill in the gaps’ that may be present if an employer only reads your resume. For example, your cover letter can explain things like: interstate relocation, career change, periods of unemployment and other details that may be unclear from reading your resume alone.

Example cover letters

The following example cover letters provide a reference for you to use when writing application letters.

Make sure you tailor your letter to each job application.

Employers look for what you can do for them — your letter, along with your resume, is your opportunity to show them what you have to offer. A generic letter sent with all of your job applications is a lost opportunity.
Example cover letter 1

YOUR NAME
YOUR ADDRESS
YOUR TELEPHONE NO.
YOUR EMAIL

DATE

MR EMPLOYER
JOB TITLE
COMPANY NAME
COMPANY ADDRESS

RE: POSITION TITLE AND POSITION REFERENCE NUMBER (IF APPLICABLE)

Dear Mr Employer

Paragraph 1 Explain the basic reason for the letter. What job are you applying for? When and where did you see the position advertised? When applying for a job that has not been advertised, state how you heard about the position.

Paragraph 2 Briefly outline how your technical and transferable skills match the position. Refer to any relevant qualifications you may have and recent or prior employment experience that matches the role you are applying for. Demonstrate confidently that your skills are suitable to the requirements of the company. When applying for a job that has not been advertised, follow these same principles.

Paragraph 3 Outline any further skills related to the position and how they are highly suitable to the role. Any knowledge of the company or business may be mentioned here, if appropriate. Mention you have attached a resume.

Paragraph 4 Mention how your personal skills enhance and support your technical abilities and state that you would highly regard an opportunity to work for the company.

Paragraph 5 State your availability for interview and include your contact number. For unadvertised positions, mention that you will contact them by a certain date to follow up your application.

Yours sincerely

Your signature

TYPE YOUR NAME
Attachments: Resume and Academic Results
Example 2: Cover letter for an advertised position in mining

JOE BLACK
2 WOMBAT CRESCENT
PALMYRA WA 6156
PHONE: 0400 000 000
EMAIL: JOE@HOTMAIL.COM

29 June 2019

MS HEATHER JONES
Supervisor – Gold Mine Site
1 Diamond Way
KALGOORLIE WA 6430
Email: heather@goldminesite.com.au

RE: TRADE ASSISTANT – Position Number: 101A

Dear Ms Jones

This letter is in application for the above position as advertised in the West Australian on Saturday, 29 June 2019. My interest in this role stems from my genuine desire to utilise my driving, labouring and trade assistant experience and embark upon a secure and long term career within the mining industry.

My employment background includes a solid and competent 10 year history in heavy combination-semi trailer truck driving, fabricating/boiler making and general manual labour. In addition, I possess trade qualifications in welding as well as various permits and certifications suitable for this position. Throughout my work history I have displayed excellent safety awareness which I believe to be crucial in mining industry. I pride myself on my commitment to safety and fatigue management.

During my employment as truck driver and labourer for the Railway Corporation in Kalgoorlie WA, I was responsible for the safety of colleagues travelling in my Truck Cab. The nature of this job required working in remote, difficult locations and at times I had to make crucial decisions that involved the safety of our crew. Whilst employed as Truck Driver with TOLL Logistics, I abided by a strict Fatigue Management program set in place by both TOLL Logistics and the Roads Authority, to which I am proud I had no strikes against my name for unsafe practices.

I am a quick learner and require minimum instruction to acquire new skills. These qualities give me the necessary attributes to succeed within mine site operations. In addition to my interest, qualifications and experience for the role, I am a highly responsible individual who is most suited to the mining environment. I have no hesitation with shift work and/or RTO schedule. Please refer to my resume and certificates attached.

I would genuinely welcome the opportunity of an offer to work for this company. I have recently moved to Western Australia from Queensland and am available for an immediate start. Please do not hesitate to contact me on 0400 000 000 for any further information and/or to arrange a personal meeting.

Yours sincerely,

Joe Black

JOE BLACK
Attachments: Resume and Copies of Certificates/Permits
Example 2: Cover letter for an administrative position (not advertised)

MS CHANTELLE BROWNE
9/234 WHICHER TERRACE
BUSSELTON WA 6280
Phone: 0401 000 000
Email: chantele@hotmail.com

29 June 2019

MR SMITH
MANAGER
GEORGESFARM MACHINERY & SERVICES
UNIT 3/548 PIONEER STREET
BUSSELTON WA 6280

RE: POSSIBLE ADMINISTRATIVE VACANCIES

Dear Mr Smith,

This letter is in anticipation of any Reception and/or Administrative positions which may arise within your business in the near future.

My interest in these roles stems from my genuine desire to continue working within an office administration environment. I have extensive experience in Data Entry, Financial Transactions, Accounts and Taxation duties, having over seven years employment history in this area. Throughout my work history I have displayed excellent organisational and teamwork skills which I believe are crucial working in an administrative capacity. This is supported by highly developed interpersonal skills and experience in liaising with a large range of clients and other relevant staffing personnel.

My employment background has primarily involved the following tasks: organisational duties, data entry, coordination of daily task management and staff supervision. Other relevant skills include strict adherence to security procedures, processing of client enquiries (over phone, electronically and in hard copy formats), stock control, maintaining accurate and efficient cash processing procedures, retail and hospitality industry experience and manual work. In my current role as Fleet Clerk for Farm Logistics WA, I am the assistant to the Fleet Controller and responsible for a wide range of logistical and data entry tasks using a variety of Logistic management software programs.

In terms of my suitability for reception and administrative roles, I am a team player who forges good friendships with colleagues and consider myself to be well respected by those around me. As a person who has grown up in farming, I have considerable experience and understanding of farming machinery, plenty of mechanical experience and I relate easily with farming people. I have excellent customer service skills and am highly efficient with the use of word-processing, spreadsheets and database programs. Please refer to my resume attached.

My enquiries locally Indicate that Georges Farm Machinery & Services is a highly respected business, which takes pride in offering a high quality service to its customers. I would welcome the opportunity to be part of such a positive business servicing the rural community, hence this application to you seeking work opportunities. Please do not hesitate to contact me on 0401 000 000 for any further information and/or to arrange a personal meeting.

Yours sincerely,

Chantelle Brown
CHANTELLE BROWNE
Attachments: Resume