

# CV's and Cover Letters

## How to Write a Cover Letter

While applying to a position, a cover letter is a document that highlights your specific achievements and gives insights as to how you are well suited for that position. It is a document that complements your resume and addresses skills or achievements that may not have been included in your resume.

When writing a cover letter, your cover letter should be tailored to the institution you are applying to, and the specific role. Your cover letter should also be professional/formal. A good cover letter should consist of the following sections

1. **Address:** This includes your address, and the address of the institution you are applying to
2. **Greeting:** Typically, the letter starts with a salutation. It is good practice to know who you are addressing the letter to, and then use "Dear Name of Recruiter". However, if you are not aware of the name of the recruiting personnel, "Dear Sir" or "Dear Madam" will suffice.
3. **Body:** This consists of three to four paragraphs that address the purpose of the letter, the skills and achievements that make you perfect for the role, and the quality that separates you from other applicants. Usually the body of the cover letter consists of the following:
  - a) **Introductory paragraph:** This describes the purpose of your letter; it indicates your interest in applying for the specific position.
  - b) **Second paragraph:** This paragraph highlights the qualities that make you a good fit for that position. It is advisable that you do proper research on where you are applying to, and what they are looking for in an applicant.
  - c) **Third paragraph:** This paragraph further buttresses what makes you stand out amongst the applicants, specific activities that you might have done that impact your portfolio.
  - d) **Closing remarks:** This usually consists of your interest in further discussion, and possibly your contact information. Although, the contact information might already be in your resume, providing the recruiters with a means to contact you is also important.
  - e) **Closing Salutation:** Here you end the letter and sign it.

**Here are links to sample cover letters and CVs**

<https://drive.google.com/drive/folders/1KpVgNQ3NUfeRmykyUWS3dOc9wASrZyfP>

**References**

1. Doyle, A. (2019, August 13). Graphic Designer Job Description: Salary, Skills, & More. Retrieved August 23, 2020, from <https://www.thebalancecareers.com/graphic-designer-job-description-and-salary-information-206179>
2. Doyle, A. (2019, February 2). How to Write a Cover Letter. Retrieved August 22, 2020, from <https://www.thebalancecareers.com/cover-letters-4161919>
3. Writing a Cover Letter: Tips and Examples. (2020, June 22). Retrieved August 22, 2020, from <https://www.indeed.com/career-advice/resumes-cover-letters/how-to-write-a-cover-letter>

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