

COVER LETTER BUILDING BLOCKS – 5 PARAGRAPHS OF EVIDENCE

Paragraph 1	Reference the job, where it was advertised and summarise what you are offering
Paragraph 2	Your Education Or Your Work Experience NOTE: Para 2 should lead with what is most relevant to the job – is it your Education or is it your Work Experience?
Paragraph 3	Your Education Or Your Work Experience NOTE: Para 3 should discuss which of the above 2 you have determined is less relevant to the job
Paragraph 4	Your Skills and Interests – as they apply to the role
Paragraph 5	Strong Close: Summarise what you think you can bring to the role given your experience, education and skills. You are in selling mode . Be confident in your closing sentence - What's in It for THEM?

WHAT NEXT?

If we are re-writing your CV, we also offer a [Cover Letter Writing Service](#) click to find out more or here [CV and Interview 101](#) to order a copy of our book, **CV and Interview 101 – How to apply and Interview for Jobs**

