

Cover Letter Building Blocks – 5 Paragraphs of Evidence

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| <p><u>Paragraph 1</u></p> <p>Reference the job and where it was advertised and summarise your offering</p> | <p>“Please find attached my Curriculum Vitae in application for the role of Office Administrator as advertised on ABC website/The Daily News”</p> <p>I have over 22 years experience of working in medium to large size offices, both in Ireland and internationally or</p> <p>I have over 4 years experience of working in customer service roles. Currently completing a QQI Level 5 Certificate in Business Studies in ABC College</p> |
| <p><u>Paragraph 2</u></p> <p>Your Education Or Your Work Experience</p> <p>NOTE: Para 2 should lead with what is most relevant to the job – is it your Education or is it your Work Experience?</p> | <p><i>How many years? How is it relevant to the job you are applying for</i></p> <p><i>Mention past employers names. “I am currently working part-time as a sales assistant in a local supermarket – BuyMoreFood stores. This requires that I am highly organised and focused and can show excellent customer service even during extremely busy times.....” Prior to this I spent 8 years working as a care assistant with a large homecare agency - BeAtHome Ltd. I was consistently commended by my clients and received several excellent service awards during my 8 years in the role. I know that providing the customer with an excellent customer experience is key to Name the Company’s success and I have shown that I can do this to an extremely high standard”</i></p> <p>Since leaving school in XXXX and starting at BeAtHome in XXXX I have held several roles in retail sales across the construction materials, food and beverage and advertising industries. I have shown that I can achieve targets and</p> |

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| | work under pressure every time. |
| <p>Paragraph 3</p> <p>Your Education Or Your Work Experience</p> <p>Para 3 should discuss which of the above 2 you have determined is less relevant to the job</p> | <p>I am currently studying for....As part of my course I have completed modules on XXX and YYY which I believe are very relevant to this role. I also have completed a Certificate in XXX</p> <p>My research project is on [something relevant to them if possible) and mention their name – eg I know that this is an area of relevance to Insert Name of Company</p> <p>I completed my Leaving Certificate in XXXX and trained as a carpenter , completing my apprenticeship in XXXX. With the downturn in the economy I decided to retrain and went back to college to complete a course in XXXX. I found this course extremely interesting and I secured a two month placement with ABC company as part of the course</p> |
| <p>Paragraph 4</p> <p>Your Skills and Interests</p> | <p>Map your skills to what they said they are looking for. Mirror what they want. For example mention that you know ability to work well in a team/adaptability/ being able to work to deadlines are key to the role and that you have shown you have all of these competencies.</p> <p>Show that you have interests and can commit to starting and finishing things outside of work and study.</p> |
| <p>Paragraph 5</p> <p>Strong Closing</p> | <p>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?</p> |