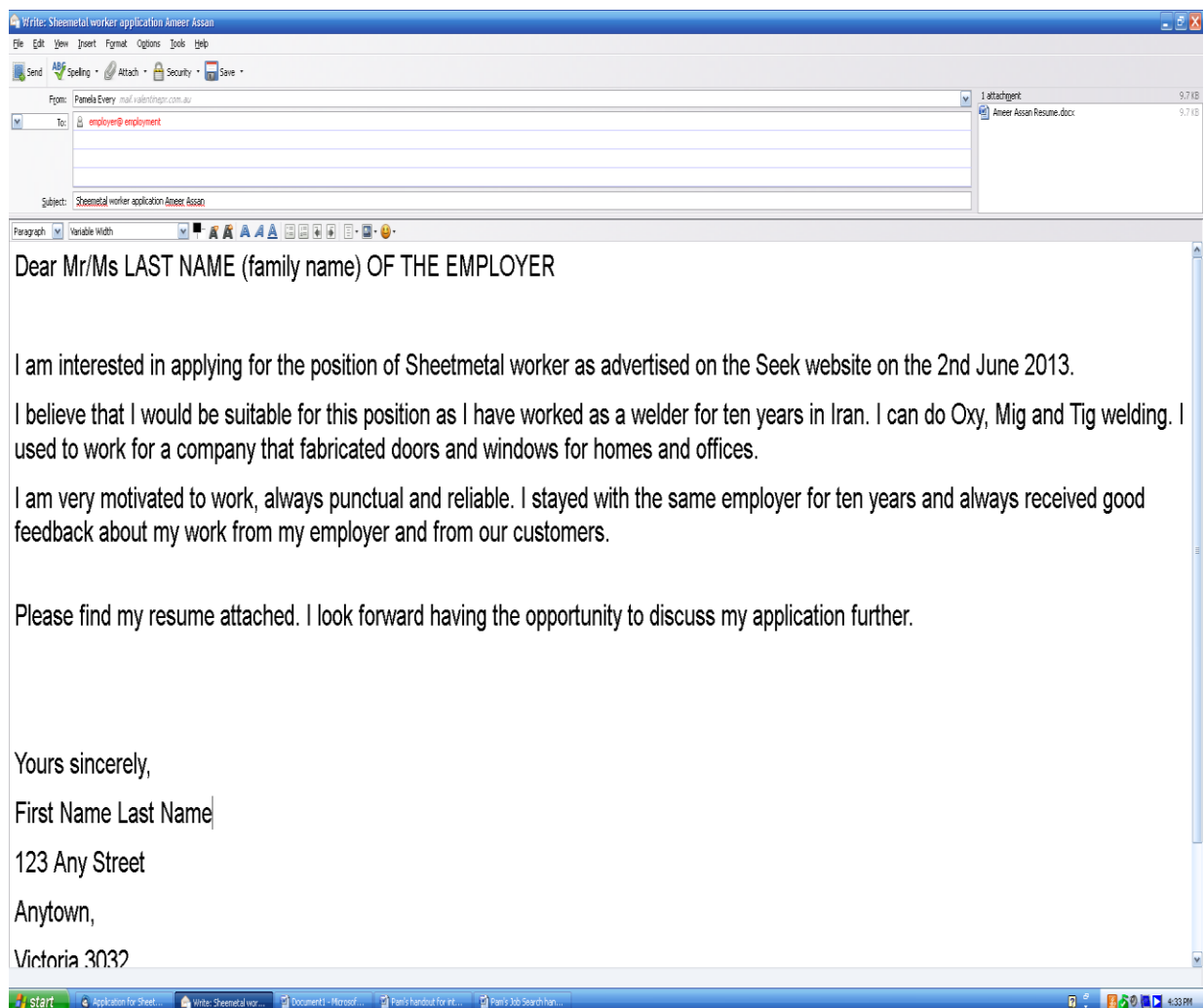


A guide for writing an email cover letter

A cover letter is an introduction to your application for employment and it accompanies your resume when you apply for a job. Its purpose is to briefly tell the reader (usually the employer) about why you would be suitable for a position. In recent times cover letters (and resumes) tend to be sent by email.

Sample email cover letter

A screenshot of a Windows XP-style email client window titled "Write: Sheetmetal worker application Ameer Assan". The window shows a new email being composed. The "To:" field is filled with "employer@employment". The "Subject:" field is "Sheetmetal worker application Ameer Assan". The email body contains a sample cover letter. The letter starts with "Dear Mr/Ms LAST NAME (family name) OF THE EMPLOYER". It then states: "I am interested in applying for the position of Sheetmetal worker as advertised on the Seek website on the 2nd June 2013. I believe that I would be suitable for this position as I have worked as a welder for ten years in Iran. I can do Oxy, Mig and Tig welding. I used to work for a company that fabricated doors and windows for homes and offices. I am very motivated to work, always punctual and reliable. I stayed with the same employer for ten years and always received good feedback about my work from my employer and from our customers. Please find my resume attached. I look forward having the opportunity to discuss my application further." The letter ends with "Yours sincerely," followed by a placeholder "First Name Last Name" and an address: "123 Any Street", "Anytown,", "Victoria 3032". The email client interface includes a menu bar (File, Edit, View, Insert, Format, Options, Tools, Help), a toolbar with icons for Send, Spelling, Attach, Security, and Save, and a list of attachments on the right showing "1 attachment: Ameer Assan Resume.docx" (9.7 KB). The Windows taskbar at the bottom shows the Start button and several open applications.

Subject line—the job and your name

Make sure you state your name (or a shortened version of it) and the job you are applying for in the Subject Line of your email message, so the employer is clear as to what job you are interested in. Examples:

- Job Code 1234: Commercial cleaner - Your Name
- Sales Assistant Position XYZ - Your Name
- Application for Customer Service Position –Your name

If the subject line is blank the email might end up going into a Spam mailbox or being deleted.

Format of the email cover letter

A good method is to split the cover letter into a few parts; the greeting, the introduction, a description of your suitability for the position, your relevant skills and personal qualities and the ending.

Greeting

The letter should be started with a greeting to the relevant person such as, Dear Mr Smith or Dear Sir/Madam (if you do not know the gender or name of the person you are sending the application to.)

Introduction

The introduction is a fairly short part of the letter but one that makes the purpose of the letter clear. In a cover letter your introduction should state that you are writing to apply for a particular job.

Example:

I am interested in applying for the position of Sheetmetal Worker as advertised on the Seek website on the 2nd June 2013.

A description of your suitability for the position, your relevant skills and personal qualities

Start with identifying relevant skills that you have. You need to refer back to the job advertisement and look for what the employer is asking for, as you need to be able to show you have the right skills. If there are no selection criteria you still want to prove that you have skills that would be relevant for the job.

Example:

I believe that I would be suitable for this position as I have worked as a welder for ten years in Iran. I can do Oxy, Mig and Tig welding. I used to work for a company that fabricated doors and windows for homes and offices.

Next you want to write about your relevant personal qualities that would make you suitable for the position and show that you are a good worker.

Example:

I am very motivated to work, always punctual and reliable. I stayed with the same employer for ten years and always received good feedback about my work from my employer and from our customers.

The ending

To finish the email you should mention that your resume is attached and state your contact details.

Please find my resume attached. I look forward having the opportunity to discuss my application further.

**Yours sincerely,
First Name Last Name
123 Any Street
Anytown,
Victoria 3032
Email: firstlastname@gmail.com.au
Mobile: 0430 198 369**

DON'T FORGET TO ATTACH YOUR RESUME AS A PDF OR WORD DOCUMENT!

Remember that information about searching for jobs can be found at www.asset.asrc.org.au including:

- Knowing what job you want
- Where are the jobs advertised?
- How to read a job ad
- Before you apply
- Writing your resume
- Cover letter