



good  
to know  
you

## securing a permanent role - covering letters

Creating a good covering letter is vital for making a good first impression and it gives you the opportunity to position your CV and why you should be selected for an interview.

Before writing your covering letter, research the organisation and study the job profile to gain an understanding of the role and the company.

Think about the key skills and experience you have detailed in your CV, which matches the role.

Highlight what you have to offer the prospective employer, be clear and concise rather than repeat your CV.

### structure

Detail your name and contact details, the name and job title of the recipient (if known) company name and address and date your letter.

Start with a salutation, Mr/Mrs X, or Dear Sir or Madam (if you cannot find out the recipients name).

Subject - include the job title and reference number.

If you are sending a speculative CV, make sure you do your research on the company and direct your CV to the appropriate person.



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### content

Express your interest in the position and why you are interested in the role.

Detail your strengths - qualifications and/or experience and your suitability for the role - highlighting why your skills match their requirements.

Your conclusion should be positive, highlight your confidence in applying for the role and indicate that you look forward to hearing that they are taking your application further at interview.

Remember - this could be your only opportunity to make an impression on a potential employer, so customise your CV and covering letter for each job application.

Make sure you carefully check that there are no grammar, spelling and typographical errors - ask a friend to take a look for you as they may spot something you have overlooked.

[Click here to download our sample covering letter template and remember your Randstad consultant is on hand to offer you advice and guidance.](#)