



APPRENTICESHIPS
MATTER
RECRUITMENT

Cover Letters

THINGS TO REMEMBER...

- Make an effort to find out the person's name you're addressing the letter to
- Make it specific to the job you are going for
- Tell the employer why you're the best person for the job
- Incorporate the best parts of your resume in to your cover letter
- Explain why you think you are a good match for the position
- Show interest in the company
- Finish with a call to action such as 'look forward to hearing from you'
- Be mindful of your spelling, grammar, format and layout
- Don't waffle on
- Use key words from the job description in order to speak their language
- The cover letter should not be more than one page in length

FOR FURTHER ASSISTANCE YOU CAN CONTACT OUR RECRUITMENT TEAM ON

1800 005 355 // recruitment@appsmatter.com.au // www.appsmatter.com.au



FREE CALL 1800 005 355

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Apprenticeships Matter is a consortium of three not for profit organisations, E-focus as lead agent with JobCo and Youth Projects