

Use the below as Introductions for Resume & Cover letter

Cover letter

A covering letter is essentially an advert for your Resume.

As it will most likely be read before your Resume, it should be convincing and at a glance it must grab the reader's attention enough to encourage them to read any attached Resumes. They should be seen by jobseekers as an excellent opportunity to communicate directly to the recruiter and a useful way to demonstrate their suitability for a job. A Cover letter needs to be concise and to the point.

What to include

- Customise your cover letter so it is relevant to the employer and the job.
- Focus on what the employer wants to know, not what you want from them.
- Try to convince them that you can do the job, that you'll do a great job, you'll fit in and be an asset to their organisation.
- Make sure you include your contact details & photograph.
- Keep your letter no longer than one page.

Layout

Explain the purpose of your letter in the opening paragraph. Mention the position you are applying for and where you heard about it or where it was advertised.

In the next paragraph, show you can do the job and do it well. You should summarise your qualifications, skills, abilities and experience. State what makes you perfect for the job advertised.

Next, state that you are keen to work for the company and why. Try to give some information about what type of person you are. Keep in mind what you know about the employer. Mention your personal qualities which you think they are looking for.

Before finishing, thank them for taking the time to review your application. Also mention any attachments including your resume and any work examples.

Find below Cover letter templates to download. Each of the examples below are in MS Word format, downloadable and fully editable. After downloading them all you need to do is simply fill in each clearly marked section.

Include all the cover letter attachments here.

Resumes

This page is helpful to job seekers for two reasons. Firstly they will find links to an expanding range of professionally created blank Resume templates and secondly they will also get useful advice and hints on how to fill in the bare sections of these samples. Both these factors; our growing list of modern resume examples, coupled with our expert guidance on what to write in them can go a long way in helping candidates to produce a superb interview winning document.

Every one of the templates below has been expertly designed to maximise anapplicant's chances of getting noticed. They are not your average stereotypical and boring blueprints, but have been specially crafted for success by being inspiring, captivating and concise. So ease the anxiety and uncertainty of how to write a resume by finding the layout that is perfect for your requirements and above all gets you results.

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