

A cover letter is your opportunity to make a strong first impression in a competitive job market. It should highlight your qualifications, skills, experience and enthusiasm for the position. Tailor each letter to reflect your understanding of the organisation and its specific job requirements. Address the skills and attributes the employer seeks, as outlined in the job ad or on their website, to create a compelling case for why you're the ideal candidate.

Format

Use the example on the following page as a guide on how to format your cover letter. A cover letter should:

- Be written in your own words; some recruiters may check for AI-generated content.
- Be one page, unless specified otherwise.
- Include the date. E.g. format: 1 October, 2024.
- Include a subheading to indicate which role you are applying for (this is optional).
- All paragraphs start flush with the left margin rather than being indented.
- Address your letter to a specific person if possible. If not, use "Dear Hiring Manager".
- Close with 'Yours sincerely' to sign off.

Opening Paragraph

This paragraph should clearly state the position you're applying for and what you are studying (if relevant to the role). Highlight your passion for the role or a relevant achievement, and consider mentioning a specific project or value of the organisation that resonates with you or aligns with your career goals.

Body Paragraph(s) – Experience

Highlight your relevant experience and skills. Use specific examples to demonstrate how your background aligns with the job requirements. Focus on achievements that illustrate your ability to contribute to the organisation.

Body Paragraph(s) – Fit and Contribution

Discuss why you're a good fit for the organisation's values. Explain how your career goals align with the organisation's mission and how you can add value to their team. This shows you've done your research and are genuinely interested.

Closing Paragraph

End on a positive note by thanking the employer for their consideration and restating your interest in the role. Let them know how you can be contacted.

Finally, check your letter for correct grammar and spelling. Avoid jargon and unnecessary abbreviations.

Remember to keep a copy of your letter for your records.

Resources

Check out the following free resources for students on our website (jcu.edu.au/careers)

- [Employability Edge](#) – has a module on *Master Written Applications*.
- [Resume and written application](#) feedback service.
- [Career and Job Search Information](#) - Resumes, Selection Criteria, Interviews and more, are available on our website or from our office on Level 1 of the Library.
- [Careers Events](#) – find out about job opportunities and connect with employers.
- [Big Interview](#) – improve your interview technique and build your confidence.
- [JCU CareerHub](#) - view job vacancies, careers events and appointment bookings.

JCU Careers and Employability website:



[insert your name]
[insert your phone number]
[insert your email address]
[insert link to your LinkedIn (optional)]

[insert title and name of recipient – e.g. Mrs S Smith]
[insert their position if known – e.g. Manager – Graduate Recruitment]
[insert the organisation name – e.g. Queensland Health]
[insert the organisation Suburb, State, Postcode]

[insert the date – e.g. 1 October, 2024]

Dear [person's name e.g. Mrs. Smith, or "Hiring Manager" if unable to obtain name]

Application for position of [insert name of role], Reference Number [insert if given]

I wish to apply for the position of *[position title]* with *[organisation name]*. I am currently studying a *[degree title]* at James Cook University and expect to complete my degree in November *[year]*. My experience in the area of *[specify area]* and *[specify area]* has allowed me to develop skills in *[skill]* and *[skill]* and I am keen to extend this experience with *[organisation name]* who are a recognised leader in this field.

My studies in *[specify area]* and my active participation in the *[name of organisation]* has allowed me to develop my leadership and communication skills. As part of my studies, I acted as a Student Mentor to first year students which required me to advise groups of 20-30 students on studying at university and how to best organise their timetable to maximise their study opportunities. In addition to maintaining an overall grade point average of 5.8 (highest being 7), I also coordinated a fundraising program for the Cancer Council of Queensland. Through activities that included weekly BBQ's, raffles, and seeking corporate sponsorship, I raised \$5000 for my local Cancer Council branch. This achievement required excellent organisational skills, the ability to communicate with a broad range of people and a flair for marketing.

I admire *[organisation name]* for its commitment to *[mission statement or specific value]*, which aligns with my passion for *[related area]*. My thesis research on *[detail on thesis topic]* allowed me to develop my *[ability]* and *[ability]* abilities and I am keen to apply these to the position of *[position title]*. During my work experience with various *[discipline]* firms including *[organisation name]*, my supervisors regularly commented on my strong work ethic and my diligent attention to the projects I was assigned.

I look forward to the opportunity of discussing my application with you and would welcome the chance to discuss how my skills and experience align with your needs. I can be contacted at any time on 0400 111 222 or email@email.com.au. Thank you for considering my application.

Yours sincerely,
[insert your name]