



Cover Letter Guide

(Remember this is not the only way to write a good cover letter!)

<p>Header</p> <ul style="list-style-type: none"> If you can create a professional header than do so! 	<p style="text-align: center;">FirstName LastName (known as _____)</p> <hr/> <p style="text-align: center;">Mokoia Drive, Rotorua C: 021 123 456 E: niceemailaddress@gmail.com</p>
<p>Introduction</p> <ul style="list-style-type: none"> Keep it simple and pay attention to detail by naming the employer, location, or where the role was advertised. 	<p>Dear (name on advertisement) Sir/Madam</p> <p>I would like to apply for the position of _____ with (name of company) _____ in (location)_____.</p>
<p>Impact Statement</p> <p>What makes you an ideal applicant based on your:</p> <ul style="list-style-type: none"> Education Experience (including personal if appropriate to the role) Industry Knowledge 	<p>As a (continue this sentence)_____</p> <p>In addition, I have also _____</p>
<p>Supporting Statement</p> <ul style="list-style-type: none"> Is there some detail or other information that you haven't mentioned above relevant to the position 	<p>I consider myself to be _____</p>
<p>Personality Statement</p> <ul style="list-style-type: none"> How does your personality fit the organisation? 	<p>I have attached a copy of my CV for your information and I look forward to an opportunity to speak with you in person.</p>
<p>Conclusion</p> <ul style="list-style-type: none"> Thank the employer for their time and for the opportunity to discuss your application further. 	<p>(use one sign off)_____</p>
<p>Sign Off</p> <p>You could use any of the following:</p> <ul style="list-style-type: none"> Nga mihi mahana, (warm greetings) Naku noa, na (sincerely) Kind regards Yours sincerely 	<p>FirstName LastName</p>