How to write a cover letter

A strong cover letter or personal statement can make a big difference in your job application. It should highlight your key skills, experience, and motivations for applying for the role.

Here are some guidelines to write an effective cover letter or personal statement:

1. Formatting and structure
- Try to keep your letter to one page where possible.
- Use a easy to read font (e.g., Arial, Calibri,Times New Roman).
- Don't forget to include your contact details.

2. Opening paragraph
- If possible, address the letter to a specific person (e.g., "Dear Hiring Manager" or "[Hiring Manager's Name]" if known).
- Include the job title and where you found the job listing.
- Give a brief introduction about yourself and your interest in the role.

3. Body paragraphs
- Talk about how your background, skills,and achievements align with the job requirements.
- Show enthusiasm and explain why you are interested in the company and role.
- Where possible, use specific examples to illustrate your experience and how it relates to the job.

4. Paragraph reaffirm
- Reaffirm your interest in the role.
- Mention your availability for an interview. Thank the employer for their time and consideration.

5. Final touches
- Proofread carefully for spelling and grammar mistakes, you could also ask someone you trust to proofread it for you.
- Ensure the letter is tailored to the job you are applying for.
- Try to take out any information which may not be relevant.

By following these steps, your cover letter or personal statement will effectively showcase your skills, experience and qualifications and help you stand out to the hiring manager!

Remember, if you have trouble submitting your application online, you can email it to our People Services team at **People.Services@trivallis.co.uk**

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