

school leaver

cover letter notes.



addressee

It's a good idea to research the name of the person conducting applications by scouring websites or even giving the company a phone call. If you can find a name, then address your cover letter personally, if this fails, a polite "Sir/Madam" will suffice.

opening paragraph

Keep your opening paragraph short and simple. State the name of the job you are applying for and where you saw it advertised.

2nd paragraph

Use the second paragraph to explain why you would be a good fit for the job. As someone recently out of school, you may not have much professional experience, but that doesn't mean you haven't acquired plenty of useful skills. Instead, talk about your time at school and any relevant achievements, remembering to look at extra-curricular activities too. Don't, however, simply list your exam results – that belongs in your CV.

3rd paragraph

Of course, just because you have recently left school, this does not mean that you have no work experience at all. Reference work experience programmes or volunteering projects that you have taken part in and include any relevant skills that you acquired.

4th paragraph

Even if you do not have much work to draw from, you may have hobbies that are relevant to the job you are applying for. There are plenty of skills that you can pick up outside of a professional environment, so make sure you mention them. However, always try to relate your hobby to the job specification, as there's not much point in vague statements such as "I like socialising with friends."

5th paragraph

State again why you are interested in this position and why you are the right person for the job and the company.

closing paragraph

Always remember to thank the recruiter at the end of your cover letter. As you have recently left school, remember to emphasise any experience that you do have, even if it's not much. Also, let your personality come across, along with your excitement at starting a full-time career. The bulk of your cover letter (which should be between half page and a full page of A4) should focus on why you are the best person for the role – so scour your school activities, work experience and hobbies for relevant skills!