

The Cover Letter & Application Form

Counselling & Career Development : KZN



Learn without limits.

What is a cover letter?

- A formal letter providing detailed information on why you are applying for the position
- A brief motivation on why you are a suitable candidate for the position (skills, experience, knowledge, personality)

Structure & Format of Covering Letter

- ***Address to HR Department***
- ***Subject heading and post reference number***
- Should not be ***longer than a page***
- Always be ***divided into 2 or 3 short*** paragraphs
- ***Addressed to a name*** individual or otherwise Sir/Madam
- If addressed to a name ***conclude with*** “Yours Sincerely” & to Sir/Madam is “Yours Faithfully”

Content of Cover letter



- What you are applying for
- Why are you interested
- Why company should be interested in you
- Don't repeat information from your CV
- Never use standard cover letter for all applications
- It should be typed and originally signed

Content of a Covering Letter Cont...

- Indicate how you *meet the requirements*
- Just choose the *top 3-4 requirements* as you cannot address them all
- Say few points about *your uniqueness* & briefly show *evidence*
- Indicate you *logistical availability* for wish to be invited for *interviews*



Example of why you think they should invite you for an interview

As evident in my CV, I have demonstrated the skills required for this position. During my time at UCT, I was elected twice as class representative and was Chairman of the African Business Society. In these roles I developed leadership and communication skills. My work experience in restaurants taught me how to perform well under pressure and I enjoyed working as part of a team.

COVER LETTER EXAMPLE

407 2nd Avenue
Rondebosch East
7780
24 June 2011

Mr Graham Petersen
The Human Resource Manager
GreenCo Petroleum Ltd
PO Box 701
Cape Town
8000

Dear Mr Peterson

Application for Engineer-in-Training Position

I am currently completing my Bachelor of Science degree in Chemical Engineering at the University of Cape Town. I listened to you speak on campus last week, and would like to apply for an Engineer-in-Training position with GreenCo in 2012.

Your presentation confirmed for me that GreenCo is where I would like to start my engineering career. I am extremely impressed with your Graduate Training Programme, and particularly like the mentoring aspect to it and the fact that you rotate graduates and facilitate exposure to various roles and functions. As you will see from my CV, I have gained some experience through internships and a variety of part-time jobs, but would welcome the opportunity to explore the many interesting options in chemical engineering and to develop within your reputable and environmentally-friendly organisation.

During my last holiday I worked for 3 months on a research project at TWC Chemicals and developed hands-on laboratory expertise; I was praised for my meticulous approach and attention to detail. I thoroughly enjoyed working as part of a team, writing up the final report and assisting with the presentation to management. I have also grown accustomed to team work through my involvement in sport and am currently captain of the UCT 1st hockey team. In terms of handling pressure, I am convinced that my various student jobs in bars and restaurants demonstrate that I am able to deal calmly with stressful situations and difficult people.

Please contact me should you require any further information or documentation. I would welcome the opportunity to discuss this in an interview.

Yours sincerely

E van Rooyen.

Emile van Rooyen

- Your address and the date
- Who are you applying to?
- Who am I and what am I currently doing
- What am I applying for
- This paragraph reveals why you're interested in them
- Show them that you have done your research
- Highlight what you have done that relates to what they need
- Mention a few of the skills they're after, showing where and how you have developed them
- Positive, assertive ending mentioning interview
- Sincerely as you used the recruiter's name
- Sign if hard copy

JOB APPLICATION FORM



- An official HR document designed by each company for a specific post / vacancy
- Should the incorrect application form be completed and submitted, you will not be shortlisted or considered for the post

Tips for application forms

- Read the form carefully before you complete it.
- Complete the form in full - even if the information is on your CV that you included.
- Always use a black pen, or type in the answers.
- Write neatly and clearly.
- Answer all the questions - if a question does not apply to you, write Not Applicable or N/A.
- Don't fill in areas marked "For office use".

Tips for application forms

- After completing the form, read and check your answers.
- If you make a mistake and you do not have another form, neatly correct it.
- Use original signature (not photocopied)
- Remember to include all documents as requested on the form.

Follow the link to visit counselling website:

- <https://www.unisa.ac.za/sites/corporate/default/About/Service-departments/Counselling-and-Career-Development/Prepare-for-job-opportunities/Cover-letters-and-forms>