DID YOU KNOW...

that when you send in your résumé, a good cover letter can make a huge impact on the HR people reviewing it – often equally or more important than the résumé itself?

If you aren’t sure how to write a cover letter or what to include, fret not: here are some tips to note!

Dear [Name],

Re: Application for the position of an Audit Professional

First paragraph: Explain your interest in the company and reasons for applying for this job. If you possess relevant school or work experience, point it out with key examples. More importantly, state how you, as an individual, can contribute to the company.

Second paragraph: Re-emphasize your interest in the position, and your enthusiasm for using your skill sets to contribute to the organization. Thank the reader for his/her time, and finish off by saying that you look forward to the opportunity to further discuss this position. Ask for a meeting and remember to follow up.

Yours sincerely,

[Your name]

The cover letter represents you and your résumé until you have persuaded the employer to read your CV. Try not to send a standard letter to all companies – tailor the letter to what you know about the employer, the particular job you are applying for and the relevant skills and experience you have. Most of all, let your personality shine through in your cover letter and you can make the all-important first impression that will get you the job you want!