



The Cover Letter – an ABSOLUTE MUST!

Yes, it takes a bit more effort on your behalf but it is **ABSOLUTELY CRUCIAL** to make sure you get ahead of the pack and stand out from the crowd.

- Absolutely crucial – this is your **IMPACT** statement
- If you want them to read it, save it to the front of your resume so it prints out as the first page.
- Address the job requirements and be specific
- Tell them your current status – employed, notice period, availability, pre-booked holidays.
- NO Blah Blah Blah
- Make the effort