

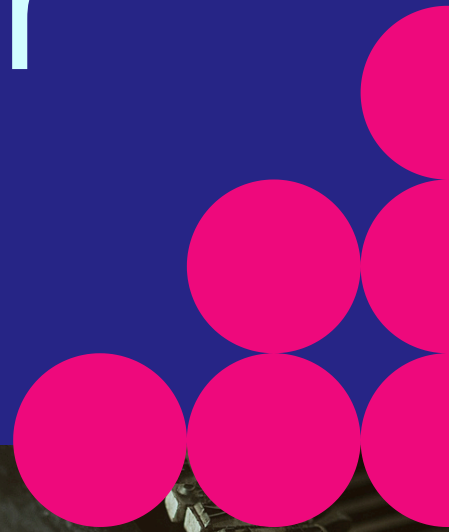


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2025

Writing a Cover Letter

Mont Rose Guide to

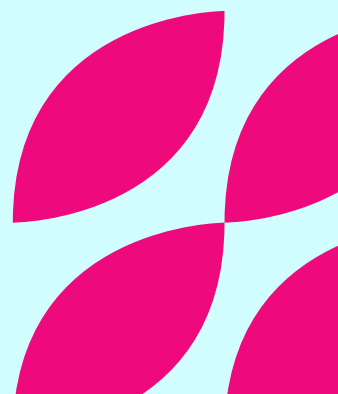


Writing a Cover Letter: A Mini Guide

A cover letter is your chance to speak directly to the employer. While your CV lists your qualifications, the cover letter explains why you're the right person for the job. Think of it as your personal sales pitch.



"A cover letter is your opportunity to connect the dots between your experience and the employer's needs." - MRC Staff



Why Cover Letters Matter



- They show your enthusiasm and interest in the role.
- They give you space to explain skills, experience, or career gaps.
- They prove you've researched the company and understand the role.

General Principles of a Cover Letter



- Keep it short – 1 page, 3–4 short paragraphs.
- Tailor it – customise for the specific job and company.
- Show your value – focus on what you can offer, not just what you want.
- Use examples – prove skills with real experiences (study, work, volunteering).
- Be professional – clear structure, formal tone, error-free.

Structure of a Good Cover Letter

1. Header

- Your contact details (name, phone, email).
- Employer's details (hiring manager name, company, address).
- Date.

2. Greeting

- Use the hiring manager's name if possible ("Dear Ms. Patel").
- If you don't know, use: "Dear Hiring Manager" — avoid "To whom it may concern."

3. Opening Paragraph

- State the job you're applying for.
- Mention how you found it (job board, referral, etc.).
- Give a short, enthusiastic statement about why you're interested.



Continued...

4. Middle Paragraph(s)

- Highlight 2-3 key skills or experiences that match the job.
- Use examples (work, study, volunteering) to show how you fit.
- Show knowledge of the company or industry.

5. Closing Paragraph

- Reaffirm your interest.
- Thank them for their time.
- Politely suggest the next step (e.g., "I would welcome the opportunity to discuss my application in more detail.").

6. Sign-Off

- "Yours sincerely" (if using their name).
- "Yours faithfully" (if not).



Common CV Mistakes to Avoid



- ✗ Using the same letter for every job – not tailoring it to the role or company.
- ✗ Repeating your CV – instead of adding new context or personality.
- ✗ Being too vague or cliché – e.g., “I’m a hard worker” without examples.
- ✗ Making it too long – more than one page or big blocks of text.
- ✗ Spelling/grammar errors – small mistakes leave a bad impression.



“A good first impression can work wonders.” – JK. Rowling

COVER LETTER CHECKLIST

BASICS

Contact details included

Correct company name and role listed

Addressed to the right person

CONTENT

Clear introduction with enthusiasm

2-3 skills or experiences highlighted

Evidence/examples to support skills

Shows knowledge of the company/role

PRESENTATION

1 page, neatly structured

Professional tone

No spelling or grammar mistakes

Polite, confident closing

EXAMPLE OPENING LINES (STUDENTS CAN ADAPT)

- "I am excited to apply for the Marketing Assistant position at XYZ Ltd, as advertised on Indeed. With my academic background in business and my internship experience, I am eager to contribute to your growing team."
- "I was delighted to see the opportunity for a Healthcare Assistant at ABC Care. Through my volunteer work at a local care home, I have developed strong communication and empathy skills that align with this role."

KEY TAKEAWAY

Your cover letter is not a repeat of your CV — it's a chance to tell your story and show your motivation. Employers want to see enthusiasm, relevant skills, and evidence that you understand what they need.



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Guide to writing your CV

