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How long should a cover letter be australia. How to write a cover letter template word. Cover letter australia examples. What should you cover in a cover letter. Cover letter template ideas.

All industriesAdministration & Office SupportAdvertising, Arts & MediaBanking & Financial ServicesCall Centre & Customer ServiceCommunity Services & DevelopmentFarming, Animals & ConservationHuman Resources & RecruitmentInformation & Communication TechnologyInsurance & SuperannuationManufacturing, Transport & LogisticsMarketing & CommunicationsMining, Resources & EnergyRetail & Consumer Products If you're friendly, professional, and highly organized, you're an excellent fit for administrative assistant positions. But first, you need to craft an exceptional cover letter that aligns your administrative assistant skills with what hiring managers are seeking. Follow these three tips to write an administrative assistant cover letter that's sure to catch their attention: 1. Highlight administrative assistant skills As an administrative assistant, your responsibilities include answering the telephone, scheduling appointments, and organizing paperwork. So the ideal cover letter should highlight administrative experience, computer literacy, and complementary soft skills like organizational skills and time management skills. But because administrative assistant duties vary depending on the industry, your cover letter should emphasize job-specific technical skills that are required to excel. For example, if you're applying to a medical office, familiarity with medical terminology and MEDITECH software is an asset. Here's a list of key administrative assistant technical skills: In addition to your hard skills, here are some administrative assistant soft skills employers seek: 2. Emphasize your prioritization skills As part of the administrative staff, you and your expertise are valuable to employers to ensure efficient daily operations while leaving a positive impression on visitors. So employers seek people with strong multitasking and prioritization skills to manage competing priorities — from greeting visitors to performing routine clerical work. In your cover letter, emphasize your prioritization skills to show employers you can handle the demands of a busy office. For example, talk about your experience where you successfully completed day-to-day tasks during a period of expansion while spearheading the effort to "go digital" for planning and paperwork. 3. End with a convincing closing statement Depending on the level of experience and expertise employers are seeking, the technical requirements for an administrative role can vary — from a degree in business administration or administrative certifications to no experience required. But because most applicants likely meet the technical requirements, knowing how to end your cover letter memorably increases your chances of getting an interview. Here's how to craft a convincing closing statement for your administrative assistant cover letter: Restate your interest for the job. Talk about what excites you the most about the opportunity, so employers can recognize that you not only have the right skills but also the passion to excel. List your key selling points. As you highlight your strengths as an administrative assistant, focus on how your skills and experience as an administrative assistant will directly benefit the company. Include a call to action that encourages the hiring manager to get in touch so you can further discuss your qualifications Thank the hiring manager for taking the time to review your job application End your cover letter with "Sincerely." When writing a cover letter, specific information needs to be included: a contact section, a salutation, an introduction to the hiring manager, information on why you are qualified for the job, a closing, and your signature. The way the information is listed and the format depend on how you are sending your letter. The goal of your cover letter is to make a case for getting selected for a job interview, so it's important to include all required information along with a compelling argument for why you would be a strong candidate for the position. It can be time-consuming to write a custom cover letter for each job you apply for, but it's important to take the time and effort to show the company why you are a good match. The more your experience and your skills match the job description, the higher your chances of getting picked for an interview. Be sure to include information in your letter about how you possess the particular skills and requirements that the employer is seeking. Don't simply repeat what's in your resume. Your resume lists your skills, but your cover letter should highlight how you have put those skills to use. Before you start writing, review cover letter examples and make sure that your letter explains how your skills relate to the criteria listed in the job posting. Looking at examples of effective cover letters will give you a starting point for creating your own letter. Here's what to include in a cover letter to send with a resume when you apply for a job. Pali Rao / iStock When writing a cover letter to mail or to upload to a job board or company website, the first section of your cover letter should include information on how the employer can contact you. Printed or Uploaded LetterList the following information in the contact section: Hiring Manager Name (if you have it)TitleCompanyAddressCity, State Zip Code Date Your NameAddressCity, State Zip Email Cover LetterWhen you send an email cover letter, include your contact information in your signature instead of listing your contact information at the top of the message: Your NameStreet AddressCity, State Zip CodeEmailPhoneLinkedIn Here's more information, with examples, on how to address a cover letter. Fizkes / iStock / Getty Images Plus It's important to include an appropriate greeting at the beginning of the cover letter or message. If you have a contact person for your letter, be sure to include their name in your letter. Consider salutation examples that are appropriate for cover letters and other employment-related correspondence. For example: Dear Hiring Manager (if you don't have a contact person)Dear Mr. SmithDear Ms. JonesDear Rory DolanDear Dr. Milliard Pali Rao / iStock The body is the most important part of a cover letter or an email message applying for employment. The body of a cover letter includes the paragraphs where you explain why you are interested in and qualified for the posted job. Why you are writing.How you are qualified for the job.Appreciation for being considered for the position. Be specific by referencing the employer's job requirements as listed in the job posting in this part of your cover letter. Todor Tsvetkov / Getty Images Including keywords related to the jobs for which you are applying in your cover letters can help you get selected for a job interview. These are specific words hiring managers look for when considering applications. As hiring processes have become automated, online applicant tracking systems are programmed to search for keywords. pepeo / Getty Images Make sure to close your letter in a professional manner. Casual closings as you would write to a friend or a family member are not appropriate in a letter to a potential employer. For example: BestBest regardsRespectfullyRegardsSincerelyThank youThank you for your consideration Paul Bradbury / Getty Images What is included in a cover letter signature depends on whether you are sending or uploading a cover letter document or using an email message as your cover letter. Hard copies of letters should be signed by hand. Scanning your signature to include on PDFs can be a nice touch, while emails should include a professional electronic signature that includes your contact information. Here's an example of the final product, including information on why the applicant would be an excellent candidate with a summary of his qualifications for the job. Download the template for a cover letter here and also review more cover letter samples with free templates you can download to use as a starting point for your own letter. John Bigham 111 Maple StreetAnytown, MA 02222555-555-5555September 1, 2020Shaun LeeHuman ResourcesGoodspring123 Business Rd.Business City, NY 54321Dear Mr. Lee:I am writing to state my interest in the position of Assistant to the Director of Goodspring. I believe that my work experience and education have equipped me with the skills necessary to be a successful candidate for this position. During my years with XYZ Wellness, I have been responsible for everything from accounting, bookkeeping, marketing and maintaining records to scheduling appointments and greeting clients and their families at the door. I have proudly overseen our growth from a startup business to a well-respected contributor to the community. I have also been in charge of organizing our very successful annual golf fundraiser and dinner. Last year, we raised \$145,000 for our local homeless shelter. Your mission is an important one, and I would very much appreciate the opportunity to speak with you about how I can contribute to your team and help you continue to provide the services so vital to our community. Thank you for your consideration.Sincerely,John Bigham (signature hard copy letter)John Bigham When you're sending an email cover letter (see below) your contact information should be listed after your signature. Shapecharge / E+ / Getty Images There are some things that don't belong in a cover letter. Don't go overboard. Including too much information can hinder your chances of getting an interview. Keep your letter concise and focused, and don't include extraneous details. Putting together a cover letter for a job as a recent graduate can be difficult, especially if you don't have any formal work or internship experience. Fortunately, it's still possible to write a convincing cover letter that helps you land a job, no matter how much experience you have. Here's a paragraph-by-paragraph breakdown of what to include in your recent grad cover letter to wow employers and land your first job or internship out of college. Graduates pick up a variety of valuable skills during their studies. Paragraph 1: Briefly introduce yourself Start by introducing yourself to your potential employers, just as you would if you were meeting them in person. Cover the basics — your name, your academic qualifications, and what position you're applying for. You should also mention how you discovered the job opening and if you were recommended by anyone currently working at the company. This can help you immediately establish a rapport with the hiring manager and improve your chances of getting an interview. Here's an example of a strong cover letter introduction paragraph for a recent graduate: "My name is Marcus Winfield, and I'm writing to apply for the position of Junior Architect at R & G Designs Inc. I recently graduated from Woodbury University's School of Architecture, following which I acquired my architect's license from the California Architects Board [License Number]." Paragraph 2: Connect your skills to the job When applying for a job as a recent graduate, don't worry about your lack of work experience. Instead, showcase the personality traits and soft skills you possess that make you an excellent match for the job. First, think about all of your valuable interests and skills, or areas of work that you're passionate about. Then, use your cover letter to connect them to the work being done at the company you want to work at. Here's an example of how one candidate uses their cover letter to advertise their passion for conversational Spanish: "As an added plus, I can speak Spanish, which should come in handy given how frequently your department collaborates with researchers from the Autonomous University of Barcelona." If you're able to speak more than one language, mentioning your language skills on your resume and cover letter is one of the easiest ways to strengthen your application and make yourself more appealing to a variety of employers. And if you're applying for a job directly in your field of academic expertise, you can also explain what drew you to the field in the first place. Paragraph 3: Highlight internship or project work experience Your third paragraph should be the core of your recent grad cover letter. This is where you highlight your relevant experience, whether it's from internships, extracurriculars, or coursework. Your objective is to highlight any experience that taught you skills that are valuable in your target industry (e.g., your ability to work on a team, solve problems, or learn quickly). Here's an example of how one recent graduate uses the third paragraph of their cover letter to highlight their internship experience: "During my two summer internships at Astral Consulting Inc., I was assigned to work alongside Marc Jacobson, a manager in the auditing and compliance department, gaining valuable on-the-job experience in contemporary accounting software and practices. In all, I helped audit the financial statements of eight multimillion-dollar companies. I also played a major role in writing out the audit reports under Marc's mentorship." Paragraph 4: Explain why you're a match for the job Employers understand that recent graduates will likely be writing a cover letter with minimal or no work experience. What they want to see is that you're passionate about the work and are enthusiastic to learn. That's why in your fourth paragraph you should take the opportunity to explain what about the position excites you. Be as specific as possible — if you're interested in the product the company makes or even their work culture, be sure to mention it. Show that you're interested in the specific job you're applying to, and not just any job. Here's an example of how to effectively communicate your enthusiasm in a recent graduate cover letter: "I am aware that your Grand Forks location will open in September. On the basis of my experience and attributes, I believe I will be an asset to your clinic, providing your future clients with unforgettable beauty experiences that will convert them into regular customers." Paragraph 5: Finish with a clear call to action Wrap up your cover letter by strongly yet politely restating your interest in the position, and that you're looking forward to an interview in the future. Additionally, mention your interest in scheduling a phone call to discuss the job opportunity further. This not only shows that you're enthusiastic about the job, it also pushes the hiring manager to reach out to you. Here's an example of a strong closing sentence on a cover letter from a recent graduate: "I'm excited to speak about this role over the phone or online, but I can also drop by the campus for an in-person interview when I'm in Birmingham next week — whatever works best for you." Finally, after you send your cover letter alongside your undergraduate resume, set a reminder on your phone to follow up on your job application.

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