4. Address your cover letter to a person

5.

First paragraph

Middle paragraphs

3. Cover Letter Structure

Re: Name of position   Company Name

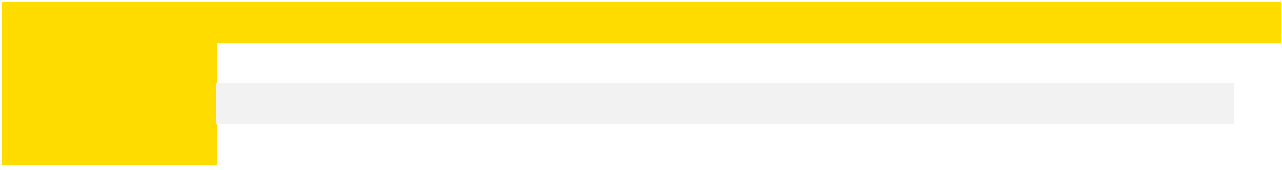First paragraph

Middle paragraphs

o

Summary paragraph

Closing paragraph

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SYDNEY

4. Cover Letter Checklist

This checklist will help you assess and improve the effectiveness of your cover letters.

not

Overall Presentation	Letter is one page only

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5. Types of Cover Letters

1. Responding to a Job Ad

2. Approaching a Company

6. Frequently Asked Questions

1. Should one copy and paste the cover letter into the email body for emailed applications?

2. Is it ok to have a generic cover letter and change the name of the company for each application?

3. Is it OK to send a resume without a cover letter?

4. Should I include salary history and/or expectations in my cover letter?

5. Is it ok to just write about my experiences and achievements?

7. Cover Letter Example 1   Key selling points as opening paragraph

8. Cover Letter Example 2 - Motivational statement as opening paragraph

Re: AMP 2022 Graduate Program   Wealth Management

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9. Cover Letter Example 3   Speculative approach (cold approach)

Re: McGrathNicol Graduate Opportunities

11. Cover Letter Example 5   Referral approach