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How to write a cover letter.

One page that makes them want to read
your CV.

Swipe →

HOW TO WRITE A COVER LETTER

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Address it correctly

Use the hiring manager's name if you know it. Write the job title and reference number in the subject line.

EXAMPLE

Subject: Application – M&E Officer (Ref. HR/045/2026)

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Open with the job you want

In the first lines, say which position you are applying for, where you saw it, and why it interests you.

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Match the advert

Pick the 2–3 most important requirements and give a real example of how you meet each one.

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Show you know the organisation

Add one or two lines about their work and why you want to be part of it.

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Close with confidence

Say when you can start, thank them for their time, and say you look forward to an interview.

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HOW TO WRITE A COVER LETTER

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Keep it short and check it

One page only. Check spelling and names, and follow the advert's instructions on format and email subject.



Swipe to finish →



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