



The cover letter

- The cover letter accompanies your CV and is another chance to get noticed.
- It is useful for conveying to the company in two/three paragraphs your interest and the reasons why you think you are the right person for a particular position or simply to introduce your professional profile if it is a spontaneous application.
- Remember that the cover letter does not have to be a summary of your CV!
- The cover letter should be adapted to the position for which you are applying and the company receiving it. You, therefore, need to collect information on these two aspects.
- Look at the website and corporate social media to understand the communication style of the company you are applying to.
- Highlight the strengths of your academic and/or work path, make yourself interesting in the eyes of the readers!
- A well-structured cover letter in terms of form (pay attention to typos and spelling mistakes!) and content should not be longer than ten lines.