

Cover Letter FAQs

1. What should I write about if I do not have any work experience? Do I have to include a cover letter in this case?

While you may not have specific experience related to the job you are applying for, it is worth highlighting and emphasizing other aspects of your life that will showcase your skills and passions—like your education, and involvement in activities like extracurriculars or volunteering.

2. Should I use the same cover letter for all of the jobs I am applying for?

Crafting personalized cover letters for each job application is crucial because it allows you to effectively convey to the employer why you are the ideal candidate for their particular company. Each cover letter should go into detail about why you can fulfil the specific job duties and why you are passionate about the organization. However, some of the information you include will be the same for each job, so you could create a general cover letter document that you personalize and adapt for each new position you apply for.

3. Should I include a cover letter if the application says "optional"?

Even if an application says a cover letter is optional, it is a good idea to submit one. Writing a cover letter shows recruiters that you are enthusiastic about the job and willing to put in additional work outside of the base expectations.