

**Your résumé says what you did.
Your letter must show why it fits here.**

The vacancy is open. Your résumé is ready. The letter still sounds as if it could go to any employer.

Build the letter from the actual posting, not a catalogue of impressive phrases. Four working sheets cover the posting-to-proof map, three-paragraph draft, special situation and send check. A worked fictional application shows how those decisions become a draft you can revise and submit. Focused reading covers the first line, career changes, gaps, referrals and application channels.

- Match a requirement to work you actually did.
- Draft the opening, one proof and the close.
- Adapt for a gap, career change or internal application.

Tessa Alderwick

Guide + working sheets

A COVER LETTER THAT FITS

Turn One Job Posting and One Real Example into a Focused Application



Posting / proof / three paragraphs
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