

Street Address Line 1

Street Address Line 2

City

Date

Employer's Name

Title

Company Name

Address Line 1

City

Dear Mr/Ms Surname

or

Dear Sir/Madam

**Application for Job title**

**Paragraph 1**

- State why you are writing. H
- How did you learn about the position and organisation?  
(e.g. I am applying for the position of **Job title** which was advertised in.....)

**Paragraph 2**

- Why are you interested in that company or the type of work that the company does?  
(Refer to your research on the company and the position to show that you do know about the company or the position.)

**Paragraph 3**

- Tell them why they would want you.
- Summarise your strengths and skills that they are looking for. (From the job description)

"Prove" that you have these skills by explaining how you developed them.

**Paragraph 4**

- Indicate that you would welcome the opportunity for an interview.
- Indicate if you are going to follow up with a call and when you will call.
- Mention any dates that you might not be available for an interview.
- Thank the employer for their consideration.

Yours sincerely

Name Surname

**Comment [W1]:**

Get the Employer's or the recruiting person's name from the advert. You can also 'phone the Company to find out who to send your CV to. If you can't get a name, then leave this blank.

**Comment [W2]:**

If you don't know the Employer's name (as above) then use Sir/Madam

**Comment [W3]:**

Use bullets in cover letter. Remember the Employer or recruiter has hundreds of CVs and cover letters to look at.

**Comment [W4]:**

Use **sincerely** if you have used the Employer's or recruiter's name above or **faithfully** if you haven't put in a name