Your contact information

(Name)

(Address)

(Email)

(Contact number)

Employer contact information

(Company)

(Address)

Date:

Reference: Job ID/Position

Opening

If you know who to address your cover letter to, put their name. If not, start by saying Dear Sir/Madam.

Paragraph one – purpose of writing to the employer

Explain you’d like to apply for the job referenced above and how you heard about this vacancy.

Paragraph two – why you should be considered for the role

Use this paragraph to grab the employer’s attention and explain why you’re the perfect fit for this role. Refer to your skills and key attributes from your CV which are most relevant for the job you’re applying for. Based on your research into the company you can talk about what attracted you to them as an employer, i.e. why you would really like to have the opportunity to work there.

Paragraph three – closing paragraph

Thank the employer for taking time to consider your application and say that you look forward to hearing from them soon. Indicate that you would like to meet with them for an interview.

Closing

If you addressed the letter to a named person end with ‘Yours sincerely’ and if not, end with ‘Yours faithfully’.

First name Last name