

Cover Letter Template

Your name, address and postcode

Your telephone number/ email

Date

Title of the person you are writing to
Name, address, postcode of company

Dear Sir/ Madam or Mr/ Mrs/ Miss if you know the name of the person

The title and reference number of the job.

FIRST PARAGRAPH

- State your interest in the position
- Where you saw the job advertised

SECOND PARAGRAPH

- Highlight key themes or accomplishments which illustrate that you possess the necessary skills to do the job
- Emphasise your personal qualities and work experience- relate these to the position for which you are applying

THIRD PARAGRAPH

- State how working for the company would benefit them
- Reconfirm that you have the necessary skills, qualities, experience to carry out the job

CLOSING PARAGRAPH

- Suggest your enthusiasm for being interviewed
- Offer to provide further information if so desired

Yours sincerely if addressed to Dear Mr/ Mrs/ Miss
Yours faithfully if addressed to Dear Sir/ Madam

Your signature

PRINT YOUR NAME