



Your address line 1
Address line 2
Address line 3
Phone number

Company address line 1
Company address line 2
Date

To (Name),

Paragraph 1:

Your opening paragraph should be short and made up of three things. Why you are writing the letter, the position you are applying for, how you found out about the position you are applying for and how you found out about the position. For example "I am writing to apply for the role of (job title), in response to an advert that I saw on (name of job site). Please find my CV attached.

Paragraph 2:

The second paragraph should be about you, expanding on your CV and giving a brief summary of any relevant skills or education that you have. Remember your covering letter shouldn't be a copy of your CV; it should take notable achievements, explain a bit more about them and then show how these skills could benefit the employer. Mirror the skills mentioned and phrasing that's used in the job description.

Paragraph 3:

The third paragraph is your chance to show your knowledge of the company and the sector and go into detail about why you want to work for their company specifically. You should state how you can help the company and add to their success, as well as why you will fit in with the company culture and core values.

Paragraph 4

End your letter with a call to action. As you are hoping to secure an interview, let them know your availability for a call back. If you plan to follow up with a phone call, then say so. If you plan to wait for a response, close with "I will look forward to hearing from you". Thank them for taking time to read your letter and sign off with:

Yours Sincerely

Your Name