

Example Structure of a Cover Letter

Your name

Address

Phone number

Email (ensure your email address is appropriate)

Name of Contact

Position Title

Company name

Address

Date

Dear (name if known or use position title)

Re: (list the job you are applying for and/or reference number)

Paragraph 1 Reason for your letter	<ul style="list-style-type: none">• Where you found the job vacancy.• Explain your current status e.g. that you are currently studying or about to graduate and clearly state your availability.• Express what interests you about the job and how that links to what you know about the organisation's needs.
Paragraph 2 Match your professional skills with employers needs	<ul style="list-style-type: none">• Highlight the relevant knowledge, skills, attitudes and abilities that you possess that match the employer's needs.• Include examples of your academic, employment and/or voluntary experiences.
Paragraph 3 Your employability skills that are relevant to the job	<ul style="list-style-type: none">• Highlight employability skills that match the criteria for this job: communication, teamwork, problem solving, initiative and enterprise, planning and organising, self-management, learning, technology.
Closing Paragraph	<ul style="list-style-type: none">• Explain what you have included as part of this application (resume, selection criteria).• End with a positive statement such as: <i>I look forward to attending an interview and highlighting my suitability for this role and how my skills and experience can assist your company achieve its goals.</i>

Yours sincerely

Signature

Your name typed