

SAMPLE COVER LETTER

Use Calibri 11 point size.

Your name & address

Your phone number

Your email address

Name (the person you are writing to in the company, give a call to find out the right name)

Address

Line 2

Line 3.

Date

Re: (include a reference to the job title /position and a reference number if relevant)

Dear (Mr /Ms and surname),

First paragraph: This is a brief introduction. Start-off with you who are, what job you are applying for and where and when you saw the job advertised. Say the year you are in college or when you expect to graduate and include your most recent overall result (previous year) if relevant.

2nd paragraph: Explain why you are interested in this job and why you are applying to this particular company/organisation. Show that you know a little about them and their industry or sector in general. Say something specific about the company – what are its strengths? What do they do /have done that interests you in particular?

3rd paragraph: Detail your strengths and be specific about the knowledge and skills you have developed during your degree. Make links between the organisation and your knowledge and skills. Back up skills mentioned with examples/evidence from your course; part time job; college society; sports club and or volunteering/hobby.

4th paragraph: Explain what you hope to gain from working with the organisation and how it fits with your career plans. Highlight any roles of responsibility you have had that fit with or are relevant to the job description.

Last paragraph: Conclude positively – tone is important. Tell them your CV is enclosed and include a link to your LinkedIn profile (if you have one). Say that you are available for interview and that you look forward to hearing from them. Keep the letter brief.

Yours sincerely, (use Yours faithfully if you don't have a name, therefore begin Dear Sir/Madam)

Sign your name (scan or photograph your signature and include here)

Your name printed here below your signature