Name

Address

Mobile/Phone number

Email

Date that you are sending the cover letter

Reference number/position title

Dear Hiring Manager/Personalise name to who advertised the position

Tips on what to include in your cover letter:

* Be succinct – try to limit your letter to a single page.
* Assess the employer's needs and your skills, then try to match them in the letter in a way that will appeal to the employer's self-interest.
* Tailor your letter to each job opportunity that you are applying for. If possible, demonstrate some knowledge of the organisation to which you are applying.
* Write in a mature but clear style that avoids the use of long and intricate sentences and paragraphs – avoid jargon. Use action verbs and the active voice. Convey confidence, optimism and enthusiasm coupled with respect and professionalism.
* Show some personality to attract interest immediately, but avoid hard-sell, gimmicky or unorthodox letters.
* Arrange the points you are trying to convey in a logical sequence. Organise each paragraph around a main point.

Yours sincerely, (or ‘Yours faithfully’ if the person’s name is not known)

(Write your full name)