Name

Address

Ph: Phone number

Email: Email address – make sure this is a professional email address, not offensive, funny, or obscure

25 February, 2020

***EMPLOYER CONTACT DETAILS***–if you do not have this information Google it!

Name

Address

Ph: Phone number

Email: Email address

Dear Sir/Madam or Mr/Ms Last Name (if known),

**Re: Application for xxxx position – Job No. xxxxxxxx**

***1st Paragraph*** – Introduction - Purpose of your letter - what position you are applying for and why?

The job position you are applying for, where you saw it advertised company/ recruitment agency and the date of advertisement. Demonstrate your company research, why do you want to work for this company, why do you want this position? –you will need to research the company on the internet to find out more information, you can also look at company financial reports and any other information you can find, like LinkedIn profile groups. If you do not know a great deal about the company you will need to demonstrate your passion for the industry.

**2nd Paragraph** – Qualifications – education- relevant skills

Provide details of the full title of all relevant qualifications, including the institution name. Include specific information as to why your qualifications are relevant, i.e. marks, subjects, projects, achievements etc.

Demonstrating how your qualifications, skills and knowledge will benefit the position and company.

**3rd / 4th Paragraph** – Experience - transferable skills

Highlight your work history that is relevant to the position, including other activities like volunteering if they are a match to the requirements of the job description. Include your position title, company name and responsibilities, skills demonstrated in this role. Mention relevant skills listed in the job advertisement [employer expectations]. Describe any relevant projects, internships, Industry Placements you have completed. Mention anything that will enable you to demonstrate transferable skills that you will bring to the company.

***5th Paragraph –*** *Close/ attachments/ Interview*

Draw attention to other included documentation i.e. resume and portfolio, summarise and reiterate why you feel you are the ideal candidate. Confirm your interest by requesting an interview, be specific use the company name provide your contact phone number.

Yours sincerely,

First Name Surname