

EXAMPLE STRUCTURE OF A COVER LETTER

You could create yourself a personal header with your name and contact details (optional)

Name of Contact
Position Title
Address

Date

Dear (name if known or use position title)

Re: (provide details of the vacancy and reference number)

Start with a descriptive and bolded subject line that provides the position title and reference number of the vacancy or desired position.

Paragraph 1

(If replying to an advertisement) State the position you are applying for, position number, where you found out about it and the date. (If cold canvassing) State the reason for writing and describe the type of work you are seeking.

Paragraph 2

Summarise your academic and/or professional background that suits the position and/or identify the kind of work you are looking for. Indicate if you are willing to relocate or if you are seeking work in a particular location.

Paragraph 3:

State why you are interested in working for the organisation: this should combine your knowledge of the organisation with your experience, goals for the future or your professional philosophy.

Paragraph 4/5:

Convince the employer that you are a good candidate for the job by discussing yourself in terms of the contribution you can make to their organisation. Choose examples from your transferable skills relevant to the Selection criteria, job description or general skills if you have no leads about what is required for the position. For each skill state briefly: What the skill is; how you have demonstrated it; and how it would be useful to the organization (**It is not sufficient to say that you have all the skills you think they want, or that they are mentioned elsewhere in your resume. You need to allude to them briefly in this letter**).

Closing Paragraph:

Conclude with a strong statement of your capabilities. Ask for action. State when you are available for an interview and how you can be contacted.

Yours sincerely

Signature

Typed name (you may wish to bold your name or put in upper case- optional)

(Your contact details could be added at this point if not already in header)

Enclosures: (list any attachments e.g. resume, copy of qualifications, copy of references, etc).