**COVER(ING) LETTER TEMPLATE**

Recipient's name Your Address

Company name Your Address

Address Your Address

Address Postcode

Address Your Name

Post code

Date/of/application

**JOB TITLE / JOB REFERENCE NUMBER**

Dear [Recipient's name] / Sir or Madam, - try and find the recruiter/hiring manager’s name!

**Intro:** Start by explaining what you are applying for, where you saw it, and then explain your current employment/education situation. e.g. *Please accept this letter to accompany my application for …*

Go into detail on why the role, and company, appeals to you. The middle paragraphs are the **most important**, and your chance to stand out from other candidates. Summarise and highlight your skills, qualifications and major accomplishments related to the job description, but don't simply reiterate your CV. Supplement it and say what you can’t fit on your CV, or elaborate on the main points of your CV.

Most importantly, explain why your qualifications and the job requirements are a good match. **What can you bring to the job?** You don't have to say that verbatim, but say it some way, such as by emphasising your qualifications that match well. e.g. *I believe my degree in Computer Science, and high exposure to object-oriented programming, has prepared me for a software development role within your company.* Use action verbs, such as: *implemented*, *developed* and *prepared*.

Wrap it up by stating when you'll be available for work, and the best time and place the recipient can reach you. Mention that your CV is enclosed or attached, and offer to provide more information, work samples and/or references.

Thank the recipient for his or her time and consideration.

Say that you look forward to hearing from the recipient.

Yours sincerely, (NOT: ‘**S**incerely’)

[Your name], (Mr/Ms/Mrs/Miss)

**General tips:**

Write your cover letter in the active voice\* and first person (not third!).

Keep it concise and snappy: three or four paragraphs on **one page** (this is very important).

Check your grammar and spelling, and then check it again.

**Remember this is only a basic template – use your own experience to show originality of thought and understanding. You will have to prove your capabilities at interview.**

\* Active voice: *The dog bit the postman* (the subject does the action of the verb)

Passive voice: *The postman was bitten [by the dog]* (the ‘doer’ of the verb is moved to the end, or omitted; the blame/responsibility is lessened. Avoid using in a covering letter)