

- COVER LETTER TEMPLATE -

Covering Letter Template

[Recipient's name]

[Company name]

[Address]

[Address]

[Address]

[Post code]

[JOB TITLE or JOB REFERENCE NUMBER]

When the subject of a sentence performs the action of the verb, the sentence is said to be in **active voice**.

The dog bit the postman.

If the subject is being acted on, then the sentence is said to be in **passive voice**.

The postman was bitten by the dog.

The postman has become the subject of this sentence, but he isn't performing the action; the dog is the one doing the biting.

Dear [Recipient's name],

[Write your cover letter in the **active voice**. Keep it brief; e.g., three or four paragraphs on one page. Check your grammar and spelling, then check it again. Start by expressing your interest in the job. Employers like to know where you heard about it, so mention it.]

[Your cover letter is not the place to ask what the company can do for you, but to state what you can do for the company. 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, but don't simply reiterate your resume. Supplement it and say what it can't. **Most importantly, explain why your qualifications and the job requirements are a good match.** You don't have to say that verbatim, but say it some way, like by emphasising your qualifications that match well. Use **action verbs** such as *implemented* and *developed*.]

[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. Indicate that you'd like an interview in person or by phone. Thank the recipient for his or her time and consideration. Say that you look forward to hearing from the recipient.]

Yours sincerely,

Remember to use these verbs to describe your skills and accomplishments when writing your CV and cover letters to increase the strength of your writing and make potential employers take notice!

[Your name]

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.