

## Cover Letter - Structure

### **Your contact information**

The heading of the letter should include your full postal and email address, and phone number(s)

### **Employer or Agency contact information**

Name and job title of recipient (if known), Company name and full address

### **Date your letter**

### **Salutation**

Dear Mr / Ms (ideally address your letter to a named person)

Dear Sir or Madam (only if you cannot find out the recipient's name)

### **Subject**

If applying for an advertised position, insert job title and reference

### **First paragraph**

The first paragraph of your cover letter should express your interest in the position, and indicate why the role is particularly attractive to you.

### **Second paragraph**

Introduce your CV and briefly summarise your strengths - qualifications and/or experience in or knowledge of the company's market sector

### **Third paragraph**

This paragraph should draw attention to the most relevant aspects of your career - making strong connections between your skills that dovetail with their requirements. Ideally, include two to three bullet pointed examples of your initiatives as they relate to the key requirements in the job description.

### **Fourth paragraph**

This could briefly refer to experience and achievements in your earlier career, but only if relevant to the job description

### **Final paragraph**

Express confidence in your ability to contribute to the success of the company, and indicate that you look forward to taking your application a step further at interview

### **Complimentary close**

Yours sincerely if you know the recipient's name

Yours faithfully if you do not know the recipient's name

Your signature

Typed signature

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The key aspect to writing a perfect letter is to keep it clear, concise and compelling! Not a life story and definitely not a repetition of your CV!