



Your Address

Title and name of hiring manager
Position title of hiring manager if known

Date of letter

Dear [insert title and name of hiring manager]

OPENING PARAGRAPH(S): Outlines the purpose of the letter and why this organisation.

e.g.: I'm writing in response to your recently advertised position on {insert where} for a [role title]. I am extremely interested in this opportunity with [company] and believe that my qualifications, education and professional experience would make me a strong candidate for the position.

I am a [insert characteristics] professional who [add more information on how you can add value to the organisation].

BODY: Why should the advertising employer pick you? Link your experience and personality to the role and the organisation?

[insert qualification, skills or experience - through my work with XXXX, I have XXXX and received XXXX]

CONCLUSION: Wrap-up

I would welcome the opportunity to meet with you about XXXX position. I have attached my CV and I can be contacted on INSERT PHONE NUMBER HERE. I look forward to speaking with you about this opportunity.

Yours sincerely

Your name