



Your name
Your address

Commented [LA1]: Make sure the letter is formatted correctly

Date

Name of Employer
Job Title of Employer
Address of Employer

Commented [LA2]: Do your research and find out the name and job title of the employer rather than writing 'Sir/Madam'

Dear Name of Employer

Commented [LA3]: Use Mrs or Mr instead of their first name. If you are unsure of marital status for a female use 'Ms'.

Ref: Job title you are applying for or reference code

The opening paragraph should be used to explain the reason you are writing e.g. to apply for the xxxxxx post. You can mention that you have enclosed your CV. The opening paragraph is also the place to express your interest in the particular company and what appeals to you about this role in particular.

The main body of the cover letter should be used to summarise your experience and skills which are relevant to the position you are applying for. You need to show how you meet the criteria as set out in the job description. The main body should also clarify your interest in the company in relation to what you can bring to the role and what makes you a unique applicant.

Commented [LA4]: You could refer the reader to your CV to emphasise this e.g. 'as you will see from my CV'.

The concluding paragraph should summarise your suitability to the role and company. You should inform the employer that you would be happy to meet at a convenient time and show interest in hearing from them.

Yours sincerely/ Yours faithfully

Commented [LA5]: Yours sincerely is used when you have addressed a specific person. Yours faithfully is used if you are writing Dear Sir/Madam.

Your name

Enc CV

Commented [LA6]: This reinforces to an employer that a CV should be accompanying the letter.