

Example cover letter

Your address
Your address
Your address
Your Postcode

27 March 2009
Their address
Their Address
Their address
Postcode

Dear (name or if unknown sir/madam)

STATE THE POST YOU ARE APPLYING FOR AND WHERE YOU SAW IT ADVERTISED.

I was interested to see your vacancy for a (job title), and would like to learn more about this opportunity.

EXPLAIN WHY YOU ARE INTERESTED IN THAT TYPE OF WORK AND THE ROLE SPECIFICALLY – SHOW ENTHUSIASM!

For example: I have a great interest in sustainability and recognise its importance in the future development of our cities. I am very keen to build on the skills and knowledge gained during my Geography degree and I believe the role as Project Officer would allow me to do this.

DEMONSTRATE THAT YOU HAVE RESEARCHED THE ORGANISATION AND HIGHLIGHT THE SKILLS YOU WOULD BRING TO THE ORGANISATION.

I read about your company in (mention where: article, website, etc.) and recognise the impact it has made on the region (mention the successes and achievements) I feel my (name of skill or skills - e.g., communication skills, project management, leadership etc) would add value to your team.

MENTION YOUR ACADEMIC CAREER AND ANY PARTICULAR HIGHLIGHTS.

I recently earned my [degree and subject area] from [name of uni].

DESCRIBE HOW YOUR EXPERIENCE COULD BE APPLIED TO THE REQUIREMENTS LAID OUT IN THE PERSON SPECIFICATION (Highlight experiences included on your CV. You should draw on examples from previous jobs, university, and/or any voluntary or community work you have been involved in).

For example:

- As a geography student, I worked in a team on a research project for a housing association where I developed different consultation methods, carried out the consultation, analysing results and findings, reported findings and recommendations to the housing association.
- As a member of my university social committee I organised and project managed events. I gained: strong communication, leadership and time management skills.

ANY OTHER RELEVANT INFORMATION

Take the opportunity to explain any anomalies in your background, such as time gaps or ways in which you do not match the selection criteria. Elaborate on any information on your CV that you haven't been able to go into detail e.g. leisure interests and hobbies.

Thank you for your time and consideration. I hope to have the opportunity to discuss this opportunity with you in person.

Yours sincerely, (or "faithfully" if name unknown)

Sign here if sending hard copy
Mr / Ms Firstname Lastname