

## Covering Letter Template (March 2022)

Your building number and street  
Your town, Your postcode  
Your mobile number  
Your email address  
Your LinkedIn address (optional)

Their name  
Their job title  
Their organisation  
Their building number/name and street  
Their town, Their postcode

Date xx / xx / xxxx

Dear (try to address it to someone by name, e.g. Ms Smith, if not, Sir/Madam)

### **Job title of role you are applying for** (optional)

Short paragraph to explain what you are writing to apply for and where you saw the job advertised. You can mention the job title, and reference number if there is one. If you are asking about any job openings and not applying to a vacancy, tell them what sort of job/placement you are looking for. Mention your degree title, university and year of study.

Short paragraph to let the employer see how you have researched and understood the organisation and the role from the information that they provided, their website, social media, recent news articles and talking to people who work there and how this has motivated you to apply. Tell them that you share their work: values, culture and style and are excited about contributing to their projects.

Longer paragraph to show why you are right for the job, highlighting the exact qualifications, skills, qualities and experience that the employer is looking for. Back up each statement with your best example and facts about your achievements from your education, paid or unpaid work and hobbies. You can use the exact same words as they used in their advert and person specification to increase your chances of them realising that you meet their criteria, but avoid copying large portions of the text.

Short paragraph to remind them that you are enthusiastic about working for them and would like to discuss your application further at interview. Thank the employer for considering your application and let them know that they can get more details from your CV. Tell them how they can best contact you, using your email address and/or mobile number (provided at the top or below your signature) and tell them that you are looking forward to hearing from them.

Yours sincerely (if you are writing to a named person) or Yours faithfully (if not).

*Your signature*

Your first and surname

*If you are putting your covering letter into the text of an email, your contact details can be included below your signature and you will not need to include the postal address of the employer.*