



Template: **COVER LETTER**

For additional guidance, read our Advice Pack 'How to write great cover letters'. This includes an example of a good cover letter, with notes on how to reflect keywords that you find in the job advert.

The following template gives you an outline structure for your letter:

Your Address
Your Telephone Number
Your Email

Employer's Name
Employer's Job Title
Name of the Organisation
Address
Post Code

Date

Dear Dr/Prof/Mr/Ms/Mrs (*name of employer*)

Introductory paragraph

State that you are writing to apply for the job, naming the specific job title.

Main section – could be 2 or 3 paragraphs

Tell the employer what you can offer him/her. Demonstrate that you have the skills, experience and qualifications to meet his/her needs. If you are answering an advert or a job request, be sure to address the key requirements the employer stipulates. For example, if he/she requires a computer language or hospital experience, indicate that you have these.



Refer briefly to specific achievements that are relevant to the job for which you are applying, giving evidence that you can do what you say you can. Identify at least one thing about you that is unique - that makes you the best candidate to fill the organisation's needs.

Bullet points can be a good idea for this section, and you should use active verbs to emphasise your capabilities, e.g. planned, organised, designed - see our Advice Pack on CV language.

Next paragraph

Explain briefly why you are interested in working for this employer. If possible, reveal some knowledge of the organisation to which you are applying.

Closing paragraph

Refer your reader to the attached CV; invite him/ her to seek out more information about you there. Open the door for an interview.

Yours sincerely

(Your Signature)

Your Name

Enc. (to indicate you are enclosing your CV)