Your Name

Address, City, Post Code | Telephone | Email

Date

[Recipient Name],  
Title  
Company  
Address  
City, Post Code

Dear [Recipient Name],  
Title  
Company

In this section you should introduce yourself. You should also mention the job/industry you are applying for (you can make this process easier by researching the company/ job before you start writing).

The main body highlights your skills, experience and qualifications. It is important that you show that your skills and experience match those that are needed for the job. Some job advertisements will outline criteria they are looking for in a candidate. If this is the case, be sure to acknowledge these in your cover letter and explain how and why you meet these criteria.

Convey enthusiasm and emphasize your personal value. This is the document that attracts the employer’s attention and encourages them to read your resume.

Sincerely,

Your Name