



{Insert your name}
{Insert your street address}
{Insert your CITY STATE POST CODE}

{Insert Date}

{Insert name of person to whom you are writing to}
{Insert their title}
{Insert name of the company}
{Insert address of the company}
{Insert CITY STATE POST CODE}

Dear Mr _____ or Miss/Mrs _____ or Sir/Madame,

I wish to apply for the {Insert position} advertised {Insert where the position was advertised and on what date}.

Paragraph 2: Place yourself

In two or three sentences, explain what you are currently doing and where you want to go.

Paragraph 3: Sell yourself

Demonstrate why you will be good for this job by elaborating on your skills, interests and your background.

Paragraph 4: Conclude

Draw the reader's attention to your resume and note how and when you can be contacted.

Yours sincerely

{Insert your full name}

Notes:

- *Keep your cover letter to no more than one page.*
- *Pay attention to your formatting and keep it consistent. Here are a few tips:*
 - *Use font size 12*
 - *Use font type Times New Roman or Arial*
 - *Vertically centre the text:*
(File > Page Setup > Layout > Vertical Alignment > Centre)
 - *Leave one line between each paragraph*