

COVER LETTER TEMPLATE

Your Details

Name
Address
Contact Number
Email Address

Date

Employer Details

Company Name
Recruiter and Job Title
Address
Phone, Fax, Email

Dear _____,

Re: Job Title and Job ID

Paragraph 1 – Reason

I am applying for the above position you have advertised in the Herald Sun on the 23rd July 2009.

Paragraph 2 – Interest

- Why are you applying for the position? Do you have the skills, experience or qualities and qualifications required to fill the position?
- Why are you interested in the position and the company?

Paragraph 3 – Persuasion

Refer to your resume and provide more details about the skills and experience that you have to offer. Prove or explain why you are suitable for the position (you may give some short examples or refer to previous experience/positions).

Paragraph 4 – Action and Closing

State what you believe will occur next. Also prove that you are keen by stating that you look forward to having an interview. Sign off with 'Regards', or 'Kind Regards', followed by your signature and name.

*Please find my resume attached for your further reference. I look forward to having the opportunity to discuss my application further and am available for an interview any time.
Thank you for your time and consideration of my application.*

Kind Regards,

(Sign here)

Print your name