

Covering Letter/Letter of Application Template

<Your address>
<Telephone number>
<Email>

<Recipient's Name>
<Job Title>
<Name of Organisation>
<Address>

<Date>

Dear <Dr, Mr, Mrs, Ms, Miss> <Family Name>,
(Do your research and avoid using 'Sir' or 'Madam' - phone the organisation if necessary to obtain a name.
Please note that 'Dear Tim Smith' and 'Dear Mr Tim Smith' are not correct forms of address.)

<Position applied for and reference number (if applicable)>

Paragraph 1

Identify the job you are applying for, and how you found out about the job
Explain what other documents you are enclosing (eg CV or application form)

Paragraph 2 (may be divided into two paragraphs if you have a lot to note)

Explain why you are attracted both to this *type of work* and this *particular job* and why you are a suitable candidate

Draw attention to any relevant qualifications and/or experience you may have to provide evidence for your suitability, referring to your CV where necessary.

Highlight how you match selected criteria from the job description/person specification

Paragraph 3

Explain why you are attracted to this *particular organisation*
Show your knowledge of the company, its culture and ethos and how your competencies will be of benefit to the organisation - look at its website and research it on Nexis
(www.aber.ac.uk/en/is/elecinfo/eiaz/#N)

Paragraph 4 - close positively

Thank the employer for taking time to consider your application
Mention when you are available for interview (if applicable)
Take the opportunity, if appropriate, to address any anomalies in your application (eg poor grades) but be positive

Yours sincerely,
(only use 'Yours faithfully' if you have no option but to address the letter 'Dear Sir/Madam')

<signature>

<Your name>