

## Cover Letter Template

This is just an example of the structure you can use - you do not have to copy this template.

- Briefly write out key personal contact details - name, email address and phone number.
- Address the letter to someone - show your research by addressing it to the Hiring Manager if you can. Make sure you spell their name correctly.
- **Paragraph 1**
  - Briefly introduce yourself:
    - Who are you?
    - What is the role you are applying to?
    - Why are you applying to this company?
    - Why do you want to work in this industry?
    - How did you hear about this job?
- **Paragraph 2 + 3**
  - How do your skills and experience match those mentioned in the Job Description/Personal Specification?
  - How does your experience prepare you for this role?
  - Provide examples of why you are the right candidate for this role.
  - What attracted you to this role/company/industry?
  - Show off your research.
- **Paragraph 4**
  - Summarise and highlight your interests in this role and that you look forward to the next stages of this application.
- Sign off with something like 'yours sincerely...'