*[Address Line 1]*

*[Address Line 2]*

*[Address Line 3]*

*[Phone Number]*

*[Company address line 1]*

*[Company address line 2]*

*[Date]*

*To [Name],*

***Paragraph 1:***

*Your opening paragraph should be short and sweet made up of three things: why you’re writing the letter, the position you’re applying for, how you found out about the position. For example: “I am writing to apply for the role of [job title], in response to an advert I saw on [name of job site]. Please find my CV attached.”*

***Paragraph 2:***

*The second paragraph should be about you, expanding on your CV and giving a brief summary of any relevant skills or education you have. Remember, your cover letter shouldn’t be a copy of your CV; it should take your most notable achievements, explain a bit more about them, and then show how these skills could benefit the employer. Mirror the skills mentioned and the phrasing that’s used in the job description.*

***Paragraph 3:***

*The third paragraph is your chance to show your knowledge of the company and the sector and go into detail about why you want to work for their company specifically. You should state how you can help the company and add to their success, as well as why you’ll fit in with the company culture and core values.*

***Paragraph 4:***

*End your letter with a call to action. As you’re hoping to secure an interview, let them know your availability for a callback. If you plan to follow up with a phone call, say so! If you plan to wait for a response, close with “I look forward to hearing from you”. Thank them for taking the time to read your letter and sign off with:*

*Yours sincerely,*

*[Your Name]*