

Below is a suggested outline for your letter – use this outline to fill in your own information. You will have to include what you have accomplished and explain why you think you would be good for the job.

### Cover letter template:

Your name  
Your address – line one  
Your address – line two  
City/zip/postal number  
Your address – postal

Dear Sir,

#### To:

Who is the job advertisement for? The manager. Is it about your company's current work?

#### I wish to apply for:

What job you are applying for – detail position, full time/part-time, contract/term, etc.

#### I am:

Describe your experience – mention your skills, strengths and achievements that apply to you.

#### I am currently:

What are you doing now – mention your job title, where you are working, what time you are on.

#### I have:

Any experience, skills, etc that will help you in this job. Do you have your own business, have you done some voluntary work, are you a member of any clubs?

#### I am:

Are there personal circumstances that you have mentioned that could affect your work? Mention any relevant details.

#### I am:

Describe your availability – mention any time you are unavailable and mention a specific period if that is necessary. Write an address for your own home – have the family, when you are not working, and your telephone number – mention any other details you can use to contact you – mention any other details.

#### I look forward to your reply and thank you for your time.

Yours faithfully/very truly yours

Your name/signature