

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
Geographical number
Your address – postal code

Dear Sir/Ms,

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

I wish to apply for:
What job are you 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 – what is your job title, what are your main responsibilities?

I have:
Any experience, skills, etc that will help you in this job? Do you have any other qualifications, courses, degrees, work, etc that are relevant to the job? Do you have any other relevant experience?

I am:
Are there personal circumstances that you have mentioned that could affect your work? Do you have any other relevant information?

I am:
Mention your availability – when can you start? Do you have any other relevant information? Do you have any other relevant information? Do you have any other relevant information? Do you have any other relevant information?

I look forward to your reply and thank you for your time.
Do not forget to thank them!

Your Y.B. name and signature