[Your Name]  
[Your Contact Details]  
[Your Contact Details]

Thursday, 9 June 2022

**Utilise further template resources and guidance at:** <https://employme.careercentre.me/CoverLetterBuilder>

Company Name  
Company Address  
Company Address

Dear [EMPLOYER CONTACT],

[Insert Position Title and Reference Number if applicable]

Nominate the job for which you are applying. Indicate the source and the date of the published job information. Provide details of any contact you have had with the organisation, mentioning a name if appropriate.

Introduce yourself in a way that will be most appealing eg ‘I am recent graduate with experience in…..…’ Then go on to say why you want the position. You need to convey strong motivation for the particular role and the particular organisation. Link this with your career plans or direction. In doing this, you will also demonstrate that you have a strong understanding of the organisation.

Over the next one or two paragraphs, indicate why you are a strong candidate for the job –that is, how you meet the selection criteria. Don’t try and cover every element. Focus on some key criteria (and also your own understanding of what would appeal to this employer – sometimes obvious aspects are not mentioned in selection criteria) and refer to your qualifications, experiences and achievements to support your claims. Include specifics rather than talking in very general terms. Option – some applicants use dot points in this section.

Try to include something which makes you stand out eg a particular skill or quality, or aspect of your work, life or extra-curricular experience which is distinctive or perhaps unusual but still relevant to the position.

Express your appreciation for consideration of your application and your availability for work.

Yours sincerely,



[YOUR NAME]

Attachments: [Resume] [Selection Criteria] [Academic Transcript] etc.