



COVER LETTER STRUCTURE

Your Contact Information

Name
Address
Phone Number
Email Address

DATE

Employer Contact Information (if you have it)

Name of person writing to
Title of position applying for
The companies name

Greeting

Dear Hiring Manager or Dear Mr./Ms. Last Name, (if you have it)

Body of Letter

Which position are you applying for? Why should the employer select you for an interview?

1st Paragraph

This paragraph should contain the information of the job. It should mention where you found the job listing and which position are you applying for.

2nd Paragraph

This paragraph should mention why you are suitable for the job you are applying for. Do not go into too much depth as your CV will have this information. You should mention your qualifications and experience match the requirements for the job.

3rd Paragraph

This is a thank you for the time taken to peruse your documents. It should also include how and when you will be following up on this position.

Kind Regards,

Signature

Full Names