

Some countries require a picture on the cover letter and CV

# [Your Name]

## Cover Letter

Your name and details

Name of sender  
Address  
Contact info  
Date

[Name of Recipient]  
[Title and Department of Recipient]  
[Address of Recipient]  
[Contact Information of Recipient]

Check the guide for alternative ways to address the recipient

To [Name and Title of Recipient]:

### 1st Paragraph :

I am writing in response to advertisement of '**job title**' at '**company name**'.

- Explain the purpose of your application, make sure it has a positive undertone
- make a formal introduction
- state where you saw the advertisement eg: LinkedIn etc

### 2nd Paragraph:

- Why are you interested?
- maybe mention some company value, product, or initiative that resonates with you personally
- Demonstrate in depth research of the job posting and the company itself
- Demonstrate a mature reflection on how this position fits into your career plans

### 3rd and 4th Paragraph:

- What makes you a good candidate?
- This part should build on the information that is presented in your CV
- Give an overview of your experience, show how you fit the essential criteria
- Evidence the most relevant skills that you have acquired
- Do you clearly meet the requirements of the job?
- You can reference transferrable skills you have acquired during studies etc, that may fit here

### 5th Paragraph:

- End on a positive note
- Hope to hear from you soon etc.

Yours sincerely  
or

Yours faithfully

When you are writing to a named person

When you are writing to Dear Sir/Madam

Name

📞 123-456-7890

👤 @reallygreatsite

✉️ hello@reallygreatsite.com