



Your name
Your address

Commented [LA1]: Ensure that the letter is formatted correctly

Date

Name of Employer
Job Title of Employer
Address of Employer

Commented [LA2]: Where possible try to research the correct addressee so the letter is personalised. You could phone the company in advance to enquire

Dear Name of Employer

Commented [LA3]: If you don't know this then use 'Sir/Madam'

Ref: Vacancies in xxxx

Commented [LA4]: Include the particular section or role you are interested in

The first sentence in the opening paragraph should express your reason for writing and if appropriate which particular industry/area you are interested in. You should explain to the employer why you are interested in working for their company as this allows you to show you have done your research. The last sentence should indicate which position or positions you are interested in.

The main body of the letter should summarise your experience and skills that are relevant to the area/role you are applying for. You may want to include some information on your particular career achievements if they are relevant. Make sure you have done your research on the company so you can demonstrate why you feel you'd be suited to working for them. Finally, include what you can offer that makes you different from other candidates.

Commented [LA5]: You could refer the employer to your CV to emphasise this.

To conclude the letter, use one or two sentences to summarise what you feel you can bring to the company. You may want to state that you will follow up the letter with a phone call otherwise convey your interest in hearing from them.

Commented [LA6]: Alternatively you could ask to meet with the employer.

Yours sincerely/ Yours faithfully

Commented [LA7]: Yours sincerely is used when you have addressed a specific person. Yours faithfully is used if you are writing Dear Sir/Madam.

Your name

Enc CV

Commented [LA8]: This reinforces to an employer that a CV should be accompanying the letter.