# Outline of Cover Letter

Your Address

Telephone No.

Date

Name of Contact person

Title

Name of Organisation

Address

Dear Name (Only use Sir or Madam if you cannot find out the name of the person)

**Opening Paragraph:** Identify yourself; then indicate the position for which you are applying and state where you learned about the vacancy.

**Second Paragraph:** State why you are interested in this work and this organisation. Briefly mention your academic background, relevant qualification(s), and related work experience which qualify you for the position. Summarise your talents and how they might help the employer. (Remember, you are seeking to persuade the reader to see you). Above all, keep it short – don’t waffle!

**Third Paragraph:** Refer to the fact that you have enclosed your C.V or application form and draw attention to any further points of relevance to your application.

**Final Paragraph:** Reiterate your interest, indicate your availability for interview if necessary, and ask for further information. Close your letter with a confident statement, which will encourage a positive response.

Yours sincerely,

YOUR NAME