**COVER LETTER EXAMPLE**

Your name  
Your address  
Your contact details

Employer name  
Company address

Dear Mr. Smith,

This is where you will introduce yourself, mention your degree, year of study, course and university, state the placement you are applying for, explain how you came to know about the job/company and why you are applying.

*(If you have been recommended the position by someone in the company or have any connections to the company this is a good section to include that information).*

This section should show that you have researched the company and the role. In order to get potential employers interested in you, you first have to show an interest in what they do. Go further than simply checking the website, spend some time browsing the company on social media. For example, check out some of the executives’ Twitter feeds or employee profiles on LinkedIn.

*(You could also check for press releases, news, articles or anything else that might give you a clearer picture of the organisation and its culture, as this will help you to adopt the right tone in your cover letter.)*

The next paragraph is the place where you will list the specific reasons why you should be considered for the job. This can include:

* Relevant experience
* Education or personal accomplishments that make you an ideal candidate.
* What’s special about you?
* How will your qualifications benefit an employer?

Keep in mind, though, that this isn’t meant to be a recap of your resume; you don’t have to cover everything and you shouldn’t just rattle off a list of skills and accomplishments. Try to show some personality, creativity and enthusiasm.

The last section is your closing paragraph. Here you will list any information that was specifically requested in the job posting, such as availability dates, and thank the employer for his/her time.

*You can say something like “I look forward to hearing from you” or you can be more assertive by saying something like “I will contact you within the next two weeks to see if you require any additional information.”*

Yours Sincerely,

Your name