

Your Name

Address Line 1

Address Line 2

Phone

Email address

Contact person's Name

Contact person's Position

Company Name

Company Address Line 1

Company Address 2

Date

Dear Mr/Ms.....

Re: Name of position and reference number (if given)

First Paragraph

Refer to the position you are applying for. Be sure to include where and when you saw the advertisement, i.e. in the paper or on the internet.

Second paragraph

Outline the skills, experience, training and achievements you have that are relevant to the selection criteria or job description.

Third Paragraph

Outline why you are interested in this particular job. Say why you want the job, why you want to work in that industry and why that company and why you are the best fit for the job. Explain how you will meet the company's needs.

Fourth Paragraph

Thank them for considering your application, state that you have attached a copy of your resume and selection criteria and when you are available for an interview. Be sure to include the best means of getting in contact with you, i.e. your contact number or email address.

Yours sincerely

Your signature

Your Name