**Cover Letter Template**

Below is an idea about what you should include in the body of the cover letter. Please not that I am not providing information on the layout, salutation etc. You will see that the middle paragraph is your license to get creative.

Cover Letter – Opening ParagraphYou should state the reason for writing the letter (try and catch the eye)  
You should state the position / type of work you are applying for.  
You can mention how you heard of the position or company.  
Mention the enclosed CV

Cover Letter – Middle ParagraphThis is your opportunity to sell yourself.  
Your CV has the detail so just point out key skills and unique selling points.  
Explain why you want to work there (try to mention something relevant about the organisation – i.e. recent market performance, new product or its recent expansion).

Cover Letter – Closing ParagraphIndicate your availability for interview with times when you can be contacted.  
State when you will follow up.  
Thank the reader for the time and consideration given to your application.

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|  | |  | | --- | | **First Sample Paragraph I learned of the position of *Sales Assistant* at *Zzedro Inc* in your advertisement in the 19th November edition of the Daily Times and I believe that I have the necessary credentials for this role. *or* I learned of the position of *Administrator* at *Zzedro Inc* through online research using the *FindaJob* website and I believe that I have the necessary credentials for this role** | |

**Main Body Sample Paragraph  
I have considerable experience working as a Sales Assistant and enclose the following relevant documentation to support my applicationClosing Sample Paragraph**

**I would welcome the opportunity to discuss my suitability for this interesting position in person. Please let me know if I can provide you with any further information or need to complete an Application Form. Thank you for your kind consideration.**

***Your Address***

***Phone Number***

***Date***

***Employers name***

***Employers title or position***

***Employers address***

***Dear Mr Somebody***, (if you know the name)

***Dear Sir / Madam***

***To whom it concerns*** (if you do not have a name)

First paragraph

Main paragraph

Closing paragraph

Yours sincerely, (If you know the name)

Yours faithfully (if you don’t know the name.

***------------------------------------------------------***

***A Person***