

Your Name
And address on the right hand
Side of the page
Always include your
Postcode
And telephone number

The name
The job Title
The address of the person you are writing to
This should always go on the left hand side of the page

Date

Dear Sir/Madam *if you don't know their name*
Dear Mr/Mrs/Miss/Ms *if you do know their name*

Your first paragraph is your introduction. In this paragraph you should explain why you are writing to them. So, it may be that you are replying to a specific advert in which case where did you see the advert.

In your second paragraph you should be setting out clearly what makes you suitable for the job. How exactly you match the criteria in the advert if there is one. Or if this is a speculative approach you should be stating the skills and experience you have which are relevant to the job you are applying and try to back these up with examples.

Your third paragraph could explain why you are interested in the company and what makes them stand out to you. Utilise the company's web site to find out information about them. Alternatively you can continue discussing your suitability for the job. Again put evidence of your skills in practice.

In your fourth paragraph you need to conclude, sum up and end your letter. You can also use this space to mention your enclosed CV and that you are available for interview at any time.

Yours sincerely (if you have put a name after dear)

Yours faithfully (if you haven't)

Sign here

Your name printed here