Your Name

Address

Name of Company

Address

Date

Dear [name of manager/sir/madam],

**Paragraph One:**

* The opening statement should set out why you're writing the letter. Begin by stating the position you're applying for, where you saw it advertised and when you are available to start.

**Paragraph Two:**

* Highlight relevant experience and demonstrate how your skills match the specific requirements of the job description. Summarise any additional strengths and explain how these could benefit the company.

**Paragraph Three:**

* Cover why you're suitable for the job, what attracted you to this type of work, why you're interested in working for the company and what you can offer the organisation. This is a good opportunity to show off your knowledge of the company.

**Paragraph Four:**

* Use the closing paragraph to round up your letter. Reiterate your interest in the role and indicate your desire for a personal interview. Now is the time to mention any unavailable dates.

Yours Sincerely

[Name]