

Covering letter-Example layout

Your full name
Your address
Your postcode
The date

Name of contact
Their role in company
Their department
Company address
Company postcode

Dear (name of contact),

I am currently studying for a degree in (subject) and am interested in applying for the position of (job title), as advertised (details of where you saw advert), ref (reference number, if there is one).

I am seeking the opportunity to commence my career in (sector/ job type) as (give some reasons why) and feel that (company name) would be a great place to work because (give reasons, indicating research on the company).

You can see from my attached CV that I have experience in (list appropriate experience) and have highly developed skills (list appropriate skills).

I shall be available for interview (give dates you can attend).

I look forward to hearing from you.

Yours sincerely

Your signature
Your name in full