**COVER LETTER GUIDELINES**

Applicant’s Address

Telephone / Mobile Number

Date

Individual’s Name

Job Title

Company Name

Address

Dear Mr./Ms./Dr (get title and spelling correct)

**Opening Paragraph**: State your reason for writing, the position or type of work for which you are applying and mention how you heard of the position or organisation. Refer the reader to the enclosed resume and ask for consideration of your qualifications.

**Middle paragraph:** This is your opportunity to sell yourself but be brief. The resume has the details. Summarise your qualifications and emphasise any achievements or skills that make you particularly suitable for *this* job/company.

**Fourth Paragraph:** Explain why you want to work for *this* employer and/or *this* type of work. Mention something about the organisation – its services/products, expansion, diversity, etc.

**Closing Paragraph**: Indicate your availability for an interview with times when you may be contacted. You might even want to say here that you will contact them within a certain time. Thank the reader for the time and consideration given to your application.

Yours sincerely

(signature over line)

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Name Typed