Your Full Name

Your Address

Company’s Name

Company’s Address

Dear Recruiter/Dear Hiring Manager/Dear Mr/Ms… ,

1st paragraph: Start by saying that you are writing to apply for a placement role (make sure you mention the specific Role name) and also mention where you saw it advertised (for example: your university’s careers page) Then finish it by mentioning what course you are studying and what grade you’re working towards.

2nd Paragraph: Showcase your company research – Tell the company why you want to work for them and why you want this specific role. Avoid cliches, don’t just copy something from their website. Try and find a personal reason that connects you to the company or something that’s really attractive about the role to you.

3rd paragraph: This is where you match your skills to the required skills list from the Job Description. Make sure you use specific examples from your experiences and education to demonstrate the skills you want to highlight. Always mention the activity you did that helped you learn or use the skill.

4th paragraph: Also demonstrate your IT and software skills, tools or relevant technical knowledge you have. Use examples from your course and feel free to mention any extra courses you completed by name – don’t be generic. Make sure you talk about your technical knowledge in detail.

5th paragraph: Finally, mention some personal traits or strengths you could bring to the role/offer the company. You also need to thank them for their consideration and say you look forward to hearing from them. If you have any unavailable times for interview (for example due to holidays booked, or doctor’s appointments) you can mention those, but generally, try and be flexible.

Yours Faithfully, (or: Yours Sincerely if you know the Hiring Manager’s name)

Your Full Name