

## **COVER LETTER EXAMPLE 1: JOB/GRADUATE PROGRAMME/INTERNSHIP**

JOHN MURPHY  
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1<sup>st</sup> May 2018

Mr. Gerry McMahon  
Human Resources Manager  
Dell Ireland  
Cherrywood Park  
Cherrywood  
Dublin 18

Dear Mr. McMahon

### **1<sup>st</sup> Paragraph: Opening**

Please find attached my Curriculum Vitae for the position of xxxx with xxxx as advertised on [website] on the 26<sup>th</sup> April 2018.

### **2<sup>nd</sup> Paragraph: Why you are applying for the Job? Demonstrate how your skills match the Job Description**

I believe I have the relevant skills and qualities required to excel in this role such as...

***[Include a short paragraph here that highlights your qualifications / experience / achievements that match the job description]***

***Note: Demonstrate that you know enough about the position by relating your experiences to the position and to the company values and mission statement.***

***Mention specific qualifications / achievements which make you a good candidate for the position.***

In my current programme I have developed additional skills in xxxx and xxxx.

***[List course content and skills acquired relevant to the job including any relevant project work you are doing in class]***

As a result of these experiences I feel that I can make a significant contribution to your business.

### **3<sup>rd</sup> Paragraph: Demonstrate that you have researched the Company**

In addition to what I can offer as a potential candidate, your company appeals to me for a number of reasons. I am particularly drawn to your company because...

***[List at least 3 reasons – match your skills and qualities to the reasons you want to work for them. Research latest company news, look them up on LinkedIn, Google their values and mission statements. Find something concrete to say here that is not generic]***

### **4<sup>th</sup> Paragraph: Closing**

Thank you for your time and consideration. I am available for interview at any time and I look forward to hearing from you.

Yours sincerely

Your Name  
Your Telephone Number

## **COVER LETTER EXAMPLE 2: DIRECT APPLICATION– NO JOB ADVERTISED**

**EDEL OWAYI**

**23 Rockport Close, Patrick Street, Dublin 8  
T: 086 123 4569 / E: edel.owayi@gmail.com  
LinkedIn: [ie.linkedin.com/edelowayi231/](https://www.linkedin.com/in/edelowayi231/)**

4<sup>th</sup> April 2018

Ms. Alice Smith  
Chief Technical Officer  
IT City Solutions Ltd.  
Walkinstown Industrial Park  
Walkinstown  
Dublin 12

Dear Ms. Smith

### **1<sup>st</sup> Paragraph: Opening**

I hope you don't mind me taking the opportunity to contact you. I have been forwarded your contact details by **xxxxx**.

***[Include a short paragraph that highlights your qualifications/experience/achievements. Demonstrate that you know enough about the company by relating your experiences and skills to the company values/objectives/aims and mission statement. Research a variety of roles at the company, look for common language used, research the company values and mission statement – What type of person are they looking for? Check their website and LinkedIn, research, research, research!]***

### **2<sup>nd</sup> Paragraph: Why you are applying for the Job? Demonstrate how your skills match the Job Description**

As you will see from my CV I have many of the skills and qualities that I feel would make a good fit with **(Company Name)**. I am specifically interested in the area of

***(? – know what area you are interested in working in and what it is called in this particular organisation).***

My recent training and work experience has enhanced my skills in

***(?) [Mention specific qualifications and skills that match the job you would like. Research similar roles with other companies if this company has no current roles advertised – the skills set usually remains the same].***

**For example, during my course I have had the opportunity to work on xxxx and**

**[develop/design/create/analyse/project manage xxxxx].**

In addition, I also **implemented / revised / updated...**

Although I do not have hands on experience in the area of **xxxx**, I have been responsible for **xxxx** in previous roles.

### **3<sup>rd</sup> Paragraph: Demonstrate that you have researched the Company**

In addition to what I can offer as a potential candidate, your company appeals to me for a number of reasons. I am particularly drawn to your company because ...

***[List at least 3 reasons – match your skills and qualities to the reasons you want to work for them. Research latest company news, look them up on LinkedIn, Google their values and mission statements. Find something concrete to say here that is not generic]***

### **4<sup>th</sup> Paragraph: Closing**

I have attached a copy of my CV and I would welcome the opportunity to meet with you for any advice you may be able to offer me in terms of my career objectives in this sector.

Yours sincerely

**Your Name  
Your Telephone Number**