**Letter Guide**

Your address

[youremail@provider.com](mailto:youremail@provider.com)

Their address

Date

Dear . . .

FIRST PARAGRAPH: Simply say what you're applying for and how you learned about it.

This informs the recruiter as to why they are reading the letter and assists them in determining which promotional methods are effective. Introduce yourself briefly: what you are studying, where you are studying, and what year you are in or when you will complete.

Explain why you want the role and/or the organisation. Make yourself stand out.

Genuine interest and knowledge of the organisation will distinguish you from those who send generic letters. Use your research to demonstrate an understanding of the firm and how it operates that extends beyond the corporate website. Reflect on what you learned from chatting with their staff: be precise about why you want to join the organisation or why the position is very appealing to you; back this up with proof from your background, or connect this to your broader career objectives and aspirations.

Assist the person reading your letter in understanding how you meet the role's "essential" requirements. Express exactly how you meet their criteria, backed up by facts from your CV. Concentrate on your achievements and the most significant transferrable talents you have for the position. Include any 'desirable' attributes in the job description that you have excellent evidence for. Even if you believe the employment is out of reach, you may be able to persuade the recruiter that you are qualified and capable of doing the job, especially if you display tremendous motivation elsewhere.

Use examples from your CV to back up your statements. Linking diverse experiences to emphasise different parts of competences or skill development can help you make a better, more compelling case. Consider the following examples:

• After running [named event] at school, I expanded my organisational skills by raising [£££] through a fundraiser in my first year and, more recently, by leading [a major event] for the [named Society] attended by [number] of people. • the [role applied for] would allow me to use my passion for helping others, which underpins both my work as College Welfare Officer and the genuine sense of accomplishment I get from tutoring disadvantaged children through

FINAL PARAGRAPH: Keep things simple and straightforward. Thank the employer for taking the time to read your application and express your wish to join the organisation. If the next step is known, say something like, 'I look forward to interviewing with [Company name] in two weeks' or 'discussing the role with you shortly'.

Yours faithfully (if you began with 'Dear Sir or Madam') or sincerely (if you addressed the letter to a specific person)