

**Format:**

Dear [Name],

Paragraph expressing interest in the role, where you found the role, and highlighting your attached CV.

Paragraph detailing your skills – those mentioned on the CV, but giving more detail and talking about specific achievements.

Paragraph explaining why the company appeals to you – try to be specific 'because this particular area...', rather than a general 'because it's a world-leader'.

Conclusion pointing out again your commitment to the role, and a suggestion for them to get in touch.

Yours Sincerely,

[Your Name]

[Method of communication - email/phone/etc]

**Example:**

Dear Mr Smith,

I am writing with regards to [job role] advertised on [website]. Please find attached my CV, which shows I have the necessary qualifications and experience in the workplace.

*Second paragraph, no work experience*

My degree course has prepared me well for this position. During my dissertation, I was required to do a lot of independent research, which required self-motivation, and the ability to organise and work on a long term project. In particular, [module] has helped prepare me by [talk about skills gained].

*Second paragraph, add on if have work experience*

In addition, I have worked at [company], as [role]. This role required [discuss skills]. In particular, [highlight one example of a specific event/project/incident that required certain skills and what you did].

I'm attracted to this role, because [reasons specific to that company, not general ones] and I hope that I can demonstrate to you that I would be a good fit for this company, with my proven skills, commitment to the role, and enthusiasm to learn.

I am available to start [when?]. Please do get in touch if you have any questions,

Yours sincerely,

Miss Brown

email@email.com