

Suggested Structure for Cover Letter

Cover letters inform your potential employers about the position you seek and how you are qualified for it. A cover letter provides context to your CV and also allows you to explain why the job is attractive to you.

Your name
Address/ Your city
Telephone number
Email address

Date (Day, Month, Year)

Mr. /Ms. Job title
Name of company/organisation/institution
Company location / City

Header: (Re:)

Dear Mr./Sir/Ms./Madam/Dr./Amb./Job title

Paragraph 1 answers - “Why am I writing?”

- *Request the employer’s consideration*
- *Identify the position and the company*
- *Indicate how you learned about the position (optional)*

Paragraph 2 answers - “Who am I, and why should you hire me?”

- *Provide a brief summary of your personal information and work experience.*
- *Relate your skills, experiences, competences and qualities that would benefit the company in this position*
- *Emphasise your interest and motivation in the position*

Paragraph 3 answers - “What is my next step?”

- *Refer the reader to your enclosed documents*
- *Specify your next steps*

Sincerely/Faithfully,

Your signature

Your name