



Your contact details

Date

Ms M. Employer  
Recruitment Officer  
Name of organisation  
Address

Dear Ms Employer (always try to get a name)

(Position Title and Reference No. if applicable)

1. **Nominate the job** for which you are applying. Indicate the source and the date of the published job information. Provide details of **any contact** you have had with the organisation, mentioning a name if appropriate.
2. **Introduce yourself** in a way that will be most appealing eg *'I am recent graduate with experience in.....'* Then go on to say why you want the position. You need to convey strong **motivation** for the particular role and the particular organisation. Link this with your career plans or direction. In doing this, you will also demonstrate that you have a strong understanding of the organisation.
3. Over the next one or two paragraphs, indicate why you are a strong candidate for the job –that is, how you meet the **selection criteria**. Don't try and cover every element. Focus on some key criteria (and also your own understanding of what would appeal to this employer – sometimes obvious aspects are not mentioned in selection criteria) and refer to your qualifications, experiences and achievements to support your claims. Include specifics rather than talking in very general terms.  
*Option – some applicants use dot points in this section.*
4. Try to include something which makes you **stand out** eg a particular skill or quality, or aspect of your work, life or extra-curricular experience which is distinctive or perhaps unusual but still relevant to the position.
5. Express your **appreciation** for consideration of your application and your availability for work.

Yours sincerely

*A. N. Applicant*

Attachments: [Resume] [Selection Criteria] [Academic Transcript]