Text

Description automatically generated

Your name

Your address or suburb

Your phone number

Your email

Date

Recipient’s name

Title

Company

Address

Email address

Dear (person’s name),

**Re: Title of the position you are applying for**

Body of letter.

Over four to six paragraphs, address key selection criteria with examples from your work experience. Include key skills, education, experience, and values. Clarify parts of your CV where needed, demonstrate research, express enthusiasm, show why you’re the right candidate for the job and finish with a call to action.

Refer to Chapter 8 of the book *Get the job you really want* by Erin Devlin for detailed cover letter content.

Sincerely,

*Your signature*

Your name

Mobile number

Email address