

John Citizen
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Today's Date

Re: Position Title

Dear John, (or to whom the advertisement asks for you to name)

Paragraph 1: Use this paragraph to introduce yourself and declare your interest in the role at hand. Don't get over-exuberant, or too wordy. It might serve you well at this point to mention the primary selling point about yourself that might catch a recruiters eye.

Paragraph 2: Use this paragraph to describe what you're doing now, or what role you have recently completed. Point out the general scope & breadth of the role and relevant skills and experience it has given you. Don't go into too much detail – let your resume do the work. Keep things succinct, and relevant to the role you are applying for.

[Paragraph 3: Use this paragraph if you would also like to draw upon the skills and experience picked up in another recent role. If you felt that this was covered adequately in paragraph 2, then don't fill up the page unnecessarily.]

Paragraph 4: This paragraph is all about bringing things together from the previous paragraph(s), using them to illustrate *why* you feel that this role is the right one for you. You may also want to draw attention to particular requirements of the advertised position that interest you, as well as those you have particular strengths and experience in. Don't get too cocky – keep things respectful.

Paragraph 5: The final paragraph. Please find my resume enclosed/attached. I would welcome/I look forward to the opportunity to discuss my application further.

Yours Sincerely / Kind Regards

Your Name