

Your address
Your address
Your address

Contact Name or Department
Company Name
Address
Address
Address

Date

Dear Name or Dear Sir or Madam,

Job Title and Job Reference Number

Paragraph one should consist of your interest in applying for the post and how you saw the post advertised. This should be followed by the reason why you are interested in both the position **AND** the company – be specific. Do research on the company – what is it about this particular company that attracts you? Perhaps their culture and reputation, do they have particular vision and mission statement, are they recognised for their training and development opportunities? Have they recently introduced new technology that interests you? What is it about the position that interests you? How could this role enable you to contribute to the company?

Paragraph two is for you to demonstrate how your knowledge and experience relate to the position and company – the skills you have and examples of how you put these skills into practice. This does not have to be in huge detail as more information will be provided on your CV and/or application form but put your best case forward in the first few lines to capture their attention and invite them to read further. Be passionate! If you recognise you have a skills gap against the job description be honest and acknowledge it, but show you are willing and enthusiastic to learn.

Paragraph three should be a conclusion of the first two paragraphs. Bring what they are looking for and what you can deliver together; concluding that you would be delighted to hear from them with an opportunity to discuss your application further.

Yours sincerely or faithfully,

Signature

Name

Enc (if you have enclosed details)

Att (if you have attached details)



This activity was undertaken as a part of the National HE STEM Programme, via the South West Spoke. For more information on South West Spoke projects, please see www.hestem-sw.org.uk For more information on the overall national programme, please see www.hestem.ac.uk



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