

Date

Your address

Name (find out the person's name if you don't know)

Job Title

Address

Dear **Title** (Mr/Mrs/Ms/Dr, etc) and **Family Name** (this is better than writing 'Sir/Madam')

Title of the Position and Reference Number

Paragraph 1

Refer to the position for which you're applying, and where and when you saw it advertised.

Paragraph 2

Say what information you're including in your application, e.g. résumé, statement addressing the selection criteria, etc.

Paragraph 3

Say why you're particularly interested in this job - what it is about the duties, the department etc, that attract you.

Paragraph 4 (optional)

Briefly highlight some of the key skills and abilities you have which are relevant to the position (use the selection criteria as a guide).

Paragraph 5

Detail how and when you can be contacted to arrange an interview.

Yours sincerely

(don't forget to sign the letter!)

Your Name

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