**Your name**

**Email:** your email

**Mobile:** XXX XXXX XXXX

**Name** **of contact person** at organisation/company advertising the role

**Name of organisation/company** applying at

**Phone of organisation/company**: XX XXXX XXXX

**Email of contact person:**

23 Nov 2018

**RE: (job title and company/organisation name)**

**Greeting –** *Hi/hello/dear. Try to address it directly to the contact person for the role which is often listed in the job ad.*

**Introduction –** *The opening to your cover letter. Quick snapshot of who you are and where you’re from.*

**Summarising yourself** - *Snapshot of your strongest and most relevant experience/skills you have to offer. Tailor this to the role.*

**Problem Vs. Solution -** Where you anticipate the challenges of the role/organisation and identify why you’d be the perfect person to provide support for these. This section is really about tailoring your cover letter directly to the role.

OR

*Additional short paragraph about the specific skills and experience you have, directly targeted to the role.*

**Relevant achievements -** *List any recent achievements (could be community based, doesn’t just need to be academic) OR list what your hobbies are and what you’re interested in which further paint a picture of your skills and experience. Whatever achievements/hobbies/interests you mention here, ensure they target the job.*

**Sign off -** *Close of the cover letter*

Warm regards,

(Your name)