

**The following is the British business letter format used for covering letters.
(NB: Boxes are only used to indicate where things go – do not have them in your final document!)**

Your address without name

Date could be here...

Employer's address here
with named contact and
full postal address.

...or date could be here.

Dear Mr/Mrs/Ms...

Reference number or job title here (in bold)

First paragraph to include...

- which post you are applying for
- where you saw it advertised
- a very brief introduction of yourself (degree, when to graduate)
- what interests you about this job/function, **why this post**

Second paragraph where you explain why you are applying to this organisation, **why you are interested in them** (more than in others). This could include...

- the organisation's area of specialisation
- the size of the organisation
- the training programme they offer
- anything else you find particularly interesting about them!

Third paragraph where you explain **why they should be interested in you**. This could include...

- your degree/courses you have taken and how relevant they are to the job
- your work experience
- skills you could bring to the job

Make sure you **match** these to the job description!

Final paragraph where you sum up your suitability, possibly give dates available/not available for interview. Try to include something positive to end on!

Yours sincerely (with names) or
Yours faithfully (without name)

Your signature