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