

# Cover Letter Format

Your contact details

Date

Ms M. Employer

Recruitment Officer

Name of organisation

Address

Dear Ms Employer (*always try to get a name*)

(Position Title and Reference No. if applicable)

1. **Nominate the job** for which you are applying. Indicate the source and the date of the published job information. Provide details of **any contact** you have had with the organisation, mentioning a name if appropriate.
2. **Introduce yourself** in some way eg '*I am a final year student at.....*' and say why you want the position. You need to convey strong **motivation** for the particular role and the particular organisation. Try to link this with your career plans or direction. At the same time, this demonstrates that you have a strong understanding of the organisation.
3. Over the next one or two paragraphs, indicate why you are a strong candidate for the job – that is, how you meet the **selection criteria**. Don't try and cover every element. Focus on some key criteria (and also your own understanding of what would appeal to this employer – sometimes obvious aspects are not mentioned in selection criteria) and refer to your qualifications, experiences and achievements to support your claims.  
*Option – some applicants use dot points in this section.*
4. Try to include something which makes you **stand out** eg a particular skill or quality, or aspect of your work, life or extra-curricular experience which is distinctive and relevant to the position.
5. Express your **appreciation** for consideration of your application and your availability for work.

Yours sincerely

A. N. Applicant

Attachments:



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