**Cover Letter Template**

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<Insert Your Full Name>

<Insert Your Address and Postcode>

<Insert Your Email Address>

<Insert Your Mobile Number >

<Insert the Company’s Name>

<Insert the Company the Company’s Address and Postcode>

<Insert the date in Day Number-Month-Year format>

Dear <Insert the name of the person reading the application, or if unknown, “Sir or Madam”>

The letter should be addressed to a named person – if you don’t know the name of the person, call the company and ask who is handling recruitment. By doing so, it immediately shows to the reader you have a lot of interest, enthusiasm and initiative.

Re: Position of <Insert the job title>

I wish to apply for the above vacancy of <Insert job role or title> which I saw advertised <Insert where and when>. I have attached my CV for your consideration.

Insert two or three short paragraphs to show how you are capable of meeting the key responsibilities of the role. Specifically:

1. **Sell your interests and awareness:** Outline why you are interested in the role and the organisation - research the employer and state why you like their business, and how it relates to you. As an example:

I have always admired <Insert company name> and its constant focus on the customer. As a customer myself for several years, I believe your company leads the field when it comes to customer service, product selection and value for money. I have watched you expand around New Zealand and being part of your team would provide tremendous learning and development opportunities. My strong points are punctuality, reliability and following instructions, and I believe these are essential to the day to day performance of the position.

1. **Skills and experience:** Insert the skills and experience you have that relate to this role, using the key requirements outlined in the job description. Make sure you use the same language the employer has used (this will make your cover letter more genuine and relevant)

My skills and previous experience make me an excellent applicant. I am active in anticipating the needs of people, having worked in <Insert previous job(s) and employer(s), or if this your first job, mention where you have exposure to people, i.e. specific school involvement, project work or sports activities>.

1. **Attract attention:** You could use a statement along the lines of “There are three key reasons to consider my application”, and then list those reasons as headings with a short explanation beneath them.

There are three key reasons to consider my application:

1. Full availability and reliability: I am entirely flexible and can work the days and hours that you need, even with short notice.
2. A focus on achieving results: This is at the heart of everything I do, at school, home and extra-curricular activities. Working for you would teach me many skills that I can learn and perfect.
3. A passion for <Insert company name> and its values: I admire <Insert company name> and relate to the company values of <Insert the company values> and can naturally demonstrate these in my day-to-day work. I respect the importance of <insert value> which I believe is the most essential for a responsible company in <insert the year, i.e. 2020> and beyond.

I believe I have the skills, attitude and enthusiasm you require for this position. I look forward to hearing from you and welcome the opportunity to discuss the role further.

1. **Unavailable dates:** If applicable, mention any dates you won’t be available for an interview.

<Insert “Yours sincerely” if you are writing to named person> ***or***

<Insert ‘Yours faithfully’ if you have had to write Dear Sir/Madam>

<Insert signature (if sending a physical letter and not an email)>

<Insert your name>

1. **Page length and fonts:** Make sure your cover letter is, at most, one page in length. The font should also be ‘Sans Serif’ - Calibri or Calibri Light are popular fonts for many email programs, so it’s familiar to the eye. You can also consider Times New Roman, Arial or Verdana. Your font size should be 12.