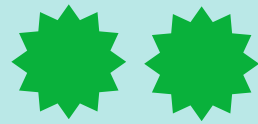




Cover Letter



Writing Job Application



Job Application Letter Template

[Your name]
[Your address]
[Contact information]

[HR manager's name]
[Position]
[The company's address] Date

Dear Mr/Mrs/Ms/Miss [Last Name],

Application for [Job Title]

Paragraph 1: [State where you saw the advertisement and the position you'd like to apply.]

Paragraph 2 & 3: [State your personal information, academic qualifications, skills, interests, strengths & personality.]

Paragraph 4: [State why you are suitable for the job, your availability to start work, documents attached & your hope for the application to be considered.]

Yours sincerely,
{Your signature}
[Full name]

Letter header

Salutation

Title/ heading

Opening paragraph

Body paragraph

Closing paragraph

Sign-off

