# [Your name]

[Address] [Phone] [Email]

[Date]

[Recipient name]

[Organisation]

[Address]

Dear [Recipient]

[Paragraph 1: Introduce yourself and tell the employee why you're applying for the job, why you’re excited and how it aligns to your career goals.]

[Paragraph 2: Explain your relevant experience, specific qualifications and skills. Make connections between accomplishments and how you can bring success to the organisation.]

[Paragraph 3: Thank the employer and finish with a friendly close.]

Sincerely,

[Your name]