

Cover Letter Template

A great covering letter draws your audience in. It gives the reader a snapshot or summary of your top skills that match the job.

It makes the reader want to discover more about you in your CV and offer you an interview.

There are three main points you need to include in a covering letter:

Why you're interested in the job

Why you would be a great candidate for the job

Why you are interested in this employer

Make sure your cover letter:

- is tailored to the job and the employer
- contains no spelling or grammar mistakes.

Remember, your covering letter is about making a great first impression. So being shy or humble about yourself won't get you far. There is no need for exaggeration or over-selling.

However, you need to objectively explain why you're the best candidate.

To the right is a template for you to start writing a great cover letter.

Cover letter template

Copy and paste this template to start your cover letter. Feel free to change the wording of the paragraphs to make them yours.

<Your name here>
<Your contact number>
<Your email address>
<Your address>
<Suburb, Country, postcode>

18 September 2022

<Hiring manager's name>
<Company>
<Company address>
<Suburb, Country postcode>

Dear <insert hiring manager's name>,
Re: Application for <insert role title>

I am writing to apply for the position of <insert role title> at <Company name>. I am very interested in this position because <insert your reason. This can be because this is your dream role or this is the perfect next step in your career or this is a company that you have been following, etc.>

I have the relevant skills and experience that you are looking for as well as the mindset and attitude <whatever has been said in the job advert as what they are looking for> to succeed in this role.

<Include 2 – 3 **STAR examples** in the next paragraph. Pick the most relevant STAR example to show. This is a snapshot of what's to come in your CV. You will know which STAR examples are the most relevant by reading the job advertisement closely. They will be the skills that get repeated over and over again. >

<Talk about why you would like to work for the company and why you'd be a good fit. This is where you show you have done your research – again, reading the job advertisement closely and the company website for their values and why people should work there. For example: "Company X is one of the fastest growing tech companies in NZ. I am excited by the opportunity to work in collaborative teams with a company culture that is focused on making great products, etc">

Thanks for considering my application. Please refer to my CV for more details and I look forward to hearing from you.

Yours sincerely,
<Your name>