

Applicant Name
Applicant Address

Principal's name
School name
School address

Can be divided into four paragraphs.

- (i) **What Job?** Indicate which position you are applying for (if applying for an advertised position) or indicate the type of position you would be interested in and enquiring as to whether they have any relevant openings/vacancies.
- (ii) **Why that organisation/school/ why Teaching?** Indicate that you have done some research on this school/organisation; why you are especially interested in working for them (look at what they have to say about themselves on their website). This part of each letter should be tailored specifically to the organisation/employer concerned. Mention the school by name rather than referring to "your school".
- (iii) **Why you?** Indicate here what you will bring to the job, skills developed from relevant experience (even in a different employment setting), other skills. e.g. highly motivated, good communication and organisational skills, willingness to get involved in extracurricular activities, work well as part of a team, and again highlight where you would have shown these skills in the past. You are telling them what you will bring to the job.
- (iv) **Sum-up/** Short paragraph - Just mention that you are available for interview at their convenience, and you look forward to hearing from them etc.

Useful Resources

- <https://www.maynoothuniversity.ie/careers/students/jobs-and-experience>
- <https://gradireland.com/careers-advice/cvs-and-applications/cover-letters-for-graduate-jobs>
- Readymade Job Search Letters. Lynn William, Kogan Page*
- The New C.V. That Gets You Interviewed. Aine Keenan, Wolfhound Press*

* Available in University Library (CAR 650.14)