

Applicant Name
Applicant Address

Company Name
Company Address

Date

Dear (use name of recipient where possible e.g. Ms. Smyth)

Letter can be divided into four paragraphs

- (i) **What Job?** Indicate which position you are applying for (if applying for an advertised position) or indicating the type of position you would be interested in and enquiring as to whether they have any relevant openings/vacancies
- (ii) **Why that organisation?** Indicate that you have done some research on this employers/organisation; why you are especially interested in working for them (see what they have to say about themselves on their website or information literature). This part of each letter should be tailored specifically to the organisation/employer concerned.
- (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, 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 - 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)