



Partnering with schools to equip students with the mindsets, skills, and strategies they need to succeed at school and beyond

Cover Letter Template

[DATE]

[ADDRESS of EMPLOYER]

Dear Sir/Madam,

Re: [INSERT Job Title]

[INSERT ROLE] is extremely attractive to me, and I strongly believe I am well qualified to perform this job.

[INSERT PARAGRAPH ON PERSONAL PROFILE]

I have enclosed my résumé. In particular, the following points are relevant to this role:

- » [USE DOT POINTS TO HIGHLIGHT PARTS OF YOUR CV THAT ARE MOST RELEVANT]
- »
- »
- »
- »

I look forward to the possibility of working for you/at your firm.

Yours sincerely,

[NAME]

[INSERT CONTACT DETAILS]