

How to write a cover letter

Employer details

- Hiring managers name (if known)
- Company name
- Job reference number/title

Your details

- Name
- Phone number
- Email
- Date

- Open with a formal introduction (dear)
- Clarify the role you are applying for
- Describe yourself (are you a school student or are you at college?). Do you have any future plans?
- Describe your experience (keep this relevant to the role)
- Why are you looking for a new role? (are you interested in the job sector, want more responsibility, or to try something new)
- Demonstrate your key achievements (this could be in your studies, extra curricular, or volunteering)
- Why are you interested in this specific company? (Do your research)
- Conclusion (Share your enthusiasm and reiterate any key points)
- Sign off (yours sincerely/yours faithfully)

You can find further information about writing a cover letter on the UCAS website:

