## COVER LETTER TEMPLATE

(Insert your name)

(Insert your address)

(Insert your contact number)

(Insert your email address) ensure your email address is appropriate.

Name of Contact

Position Title

Company Name

Address

Date

Dear (Insert name if known or use the person’s position title)

Re: (List the job you are applying for and/or reference number)

### Paragraph 1 – Reason for your letter.

* Where you found the job vacancy
* Explain your current status e.g., that you are currently studying or about to graduate and clearly state your availability.
* Express what interests you about the job and how that links to what you know about the organisation’s needs.

### Paragraph 2 – Match your professional skills with employer’s needs.

* Highlight the relevant knowledge, skills, attitudes, and abilities that you possess that match the employer’s needs.
* Include examples of your academic, employment and/or voluntary experiences that are appropriate to the required job skills.

### Paragraph 3 – Your employability skills that are relevant to the job.

* Highlight employability skills that match the criteria for the job: communication, teamwork, problem-solving, initiative and enterprise, planning and organizing, self-management, learning and technology.

### Closing Paragraph

* Explain what you have included as part of this application (resume, selection criteria).
* End the letter with a positive statement such as: *I look forward to attending an interview and highlighting my suitability for this role and how my skills and experience can assist your salon/spa/clinic achieve its goals.*

Yours sincerely,

(Insert your signature)

(Insert your full name)