**Your Name**

Address:

Telephone:

Email:

LinkedIn page:

Dear Sir/Madam, *(If you know the name of the person who will be handling your application, use their name. If not, Sir/Madam should suffice)*

**JOB VACANCY** – *Copy the job title and reference number (if available) onto your cover letter/email so the hiring manager can easily see which position you’re applying to.*

**1st section - Outline your interest in the position**

“Having found your job advert for the vacancy of *(insert job vacancy)*, I am writing to highlight how my skills, knowledge and expertise gained as a *(insert any previous job titles)* make me a suitable fit for the opening.”

**2nd section - Match yourself to the role and provide an explanation for unemployment**

* *Outline what you are looking for and what your chosen career path is.*
* *Provide a brief overview of your CV, drawing attention to the elements you believe would be of interest to the hiring manager.*
* *Include education and professional development that has helped you develop into an excellent candidate.*
* *Address your recent spate of unemployment. If you were made redundant, mention the reasons why here. Try and look for the positives within your situation and convey your drive to get back into the working world.*

**3rd section - Summarise and re-emphasise your interest**

“I believe that the skills summarised above, together with my knowledge, expertise and passion for this industry, make me the ideal candidate for the role of *(insert job vacancy)*. Please do not hesitate to call me on *(insert telephone number/email address)* if you have any questions surrounding my period of unemployment and so we can arrange an interview to discuss the position and my application in greater detail. I look forward to hearing from you in due course.”

Yours faithfully,

**Your Name**