



Writing a cover letter activity

Cover letter template	
Subject	<p>Your subject and email address are the first thing the person you are sending your email to will see.</p> <ul style="list-style-type: none">• State what position you are applying for
Greeting	<p>This is a formal email so it starts like a letter.</p> <ul style="list-style-type: none">• Use 'Dear Sir or Madam' if you don't know who you are emailing• Use 'Dear X' if you know their full name
First paragraph	<p>Introduce yourself.</p> <ul style="list-style-type: none">• What is your name• Why are you writing• What position are you applying for• State where you saw the position advertised
Second paragraph	<p>Your second paragraph should describe what you have to offer and why you want the job</p> <ul style="list-style-type: none">• Mention specific qualifications and skills you have and how they match the position you are applying for.• Talk about any relevant work experience you have.• Describe why you want this job
Third paragraph	<p>Conclusion.</p> <ul style="list-style-type: none">• Conclude by thanking the employer for considering you.• Make sure to include your contact details
Sign-off	

