**Your Address:**

**Your Contact Information:**

**Date:**

**Company Name:**

**Company Address:**

**Dear Hiring Manager**

In this first paragraph, introduce yourself and explain how you learned about the available position. You should also explain your interest in the position as well as the organisation by relating yourself and your skills to the job.

In the second paragraph, you should add a concise profile of your skills and explain how they match the required qualifications for the position. Match your background experience and educational requirements to those listed in the job description. Go on to explain how your experience has prepared you for the position.

In the third and final paragraph, you should wrap up the cover letter by reiterating your interest in the position and desire to hear from the company regarding your application. Thank the reader and provide information about when and how you can be reached. It is important to state that you will follow up with any resulting enquiries directly. Be direct and confident in your statements without coming across as pushy or arrogant.

**Sincerely,**

**Physical or digital Signature:**