**Your First and Last Name**

Your full postal address

Your telephone number | your email address

Hiring manager name (*if you know it*)

Company/organisation name

Address

Address line two

Date

Dear Mr / Ms [*Hiring manager surname*] / Dear Sir / Madam (*if you don’t know their name*),

I am writing to you… *In the first line you need to tell them exactly why you are writing, for example:* “because I would like to work with your organisation” *or* “I am replying to the recent advert about a job vacancy in your organisation”. *In the first paragraph, explain further why you are applying. For example, maybe you have always been interested in working in retail.*

*In the next paragraph, you are talking more about yourself. Give examples of what you can offer the employer, show your enthusiasm, outline your background, your experience (the skills you might have gained from work experience or volunteering or from life!) along with any interests related to the position. For more information on how to answer questions and concrete tips on applying for a position go to our Careers ABC page.*

*In the final paragraph, conclude with any important “administrative details” such as your availability to start (you can say immediately or give a date – just not too far away), reiterate your interest and close with something for them to remember you by like a confident statement. How about something like:* ‘I’m looking forward to meeting you and sharing my keen interest for youth work.’

Yours sincerely (*if you know the addressee*) / Yours faithfully (*if you do not know the addressee)*

Your signature (*although not necessary for an online version*)

Your full name