Cover letter

Sender

Full name

Full address

Telephone

E-mail address

Recipient

Name of recipient or department

Recipient's address

Place

Date

Application

Position applied for

Reference or source of the advertisement

Subject: application for the position shown above

Dear Sir or Madam,

1. Why this position and why this organisation

2. What I bring: skills, experience and achievements relevant to the position

3. Availability and request for an interview

I look forward to hearing from you. Yours faithfully,

Enclosure

Signature

Name in full