

Date

Name *(give them a call if you don't know who to address it to)*

Address of organisation

Dear (title and surname)

Include a reference to the job title/position, e.g. Graduate mechanical engineer, ref 123

First paragraph This basically needs to be a brief introduction. Start off with who you are, what job you are applying for, and where and when you saw the job advertisement. You should also say when you expect to graduate, give details of your degree, university and result/expected result. You could tell them here that you've enclosed your CV.

Second paragraph Explain a bit about why you are interested in the job and why you are applying to that particular organisation. Try to show that you know a bit about your prospective employer and about the industry in general. Carefully tailor your letter and say something specific about the organisation. What work does the company do? What are its strengths? Be as specific as you can – why this job and this particular employer?

Third paragraph You could combine this with the second paragraph. Talk about your own strengths – why your knowledge and skills make you a strong candidate. Make a link between the organisation and you: where do its aims coincide with yours? Talk about any relevant experience and particular skills you have to offer. Back up your statements with hard evidence and refer to sections of your CV.

Fourth paragraph Any other relevant points such as what you hope to gain from the job and how it fits into your career plans, or little extras you might want to mention such as your year out or travelling you have done. Highlight any interests/roles of responsibility that are particularly relevant to the job on offer.

Final paragraph Conclude positively – tone is very important. Tell them when you'll be available for interview (and for work) and that you look forward to hearing from them. Remember to be brief: try to keep the entire covering letter to one side of A4.

Yours sincerely

(or Yours faithfully if you don't know their name – double check with someone like your careers adviser if you're not sure about letter etiquette)

Your name

Please remember your CV is not the first page of your CV it is a separate document and should be saved using your name e.g. Tom Ryan covering letter

Further information and advice:

- <https://www.jobs.ie/job-talk/the-ultimate-guide-to-cover-letter-writing-and-cv-tips-2/>
- <https://gradireland.com/pathways/library#/pathway/definition/75/overview>
- [How to write a cover letter | Transform your job search | Prospects.ac.uk](#)
- [Writing a legal CV and cover letter](#)
- [Cover letter essential for graduate vacancies](#)
- [Cover letters for graduate jobs with checklist](#)

Short course:

- **How to write a convincing cover letter**
<https://gradireland.com/pathways/library#/pathway/definition/75/overview>