

YOUR

NAME

Your address

e. Your email address

t. Your phone number

YOUR CURRENT JOB TITLE/EXPERTISE

PROFILE

Include a paragraph here outlining your key skills and experience/relevance

Dear (person’s name),

*Paragraph 1: Specifically address the role and company you are applying to. 2 sentences should be enough. For example:*

I am writing to you as an enthusiastic applicant for the Marketing Coordinator vacancy with Duke Industries.

*Paragraph 2: Mention two or three things that you know about the organisation or the vacancy. For example:*

I’ve long followed Duke Industries and was impressed to see them win an award at last month’s National Marketing Awards. To be recognised for digital innovation is a great achievement. As a passionate marketing graduate, I’ve studied Duke Industry’s graduate marketing program and am impressed with commitment to both technical and holistic learning.

*Paragraph 3: Mention your key skills or experience relevant to the advertisement/position. For example:*

Whilst completing my Masters in Marketing last year I was given the opportunity to work as an intern in the marketing department at Roosenburg & Associates. This 12 month placement included 4 rotations, however it was digital marketing which I enjoyed the most. I worked with several of our top-tier clients and gained great exposure. I was awarded “Intern Of The Year” from a pool of 20.

*Paragraph 4: A brief conclusion. For example:*

I look forward to hearing back from you regarding my application. I will be able to make myself available to meet at short notice.

Kind regards,

Your name

COVERLETTER

username@facebook.com

username@twitteridhere

username@linkeding.com

susername@behance.com

username@dribbblelinkhere

SOCIAL