Your house/flat number

Street name

City

POSTCODE

Company name

Number/street name

City

POSTCODE

Day/Month/Year

Dear \*[insert salutation](https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/cover-letters)\* i.e. Ms. Harris/Hiring Manager/Sir or Madam

1st PARAGRAPH: **Give context as to who you are and why you are writing to the employer** i.e., *“I am currently a final year BSc Business Management student studying at Cardiff University. I am writing to apply for \*insert job title\*, at \*insert company name\*.”* Don’t exceed one A4 page. If you are struggling for space, extend the margins to narrow.

2nd PARAGRAPH: **Tell the employer what attracts you to the role and their company.** Use the job advert, job description and/or person specification to help you identify what the responsibilities of the role are; then write genuine reasons about why you want to do this role. Research the company’s website, social media, job advert and/or job description, to understand the company’s business, culture and values. Write genuine reasons about why you want to work for this company. Don’t copy and paste from the website, job advert or job description etc. Demonstrating your knowledge shows the employer you understand the role, their company and that you are motivated.

3rd PARAGRAPH: Using the research that helped you write the second paragraph, **tell the employer about the skills, knowledge and experience you have that relates to the role.** Don’t duplicate statements directly from your CV. Think of your cover letter as listing the most relevant parts of your skills, knowledge and experience, and your CV holds the bulk of detail.

4th PARAGRAPH: This is an **optional paragraph for international students** where you can help the employer understand the post study work visa options i.e., Graduate route visa and/or Skilled route visa. For example, you could include something like this: *“I am eligible to work in the UK for a two-year period (insert three years if you are a PhD student) once my studies end if I apply for the Graduate visa, which does not require employer sponsorship. I am also eligible to apply for permission to work under the Skilled Worker visa upon receipt of a qualifying job offer from a sponsoring employer. You can access government guidance on these routes* [*here*](https://www.gov.uk/apply-sponsor-licence#more-information)*.* [*Recruiting International Graduates: A Guide for Employers*](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fukcisa.org.uk%2Fuploads%2Ffiles%2F1%2FRecruiting_International_Graduates-ISEG.pdf&data=05%7C02%7CHarrisJ35%40cardiff.ac.uk%7C20d9d170d651489f367d08dc99cf698d%7Cbdb74b3095684856bdbf06759778fcbc%7C1%7C0%7C638554364655908616%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=GOrJbRbzhvBQgaOoUBHGhhhwRUqcYwW73kAycuV4itk%3D&reserved=0)*, endorsed by the Institute of Student Employers and the CBI, is also useful”.*

5th PARAGRAPH: This is your **closing paragraph**. Reaffirm your suitability for the role and your enthusiasm about the prospect of working for the employer. Thank the employer for taking the time to read your application. Write that you look forward to hearing from the employer and that you are happy to provide any further information. Mention any unavailable dates.

\*[Insert closing](https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/cover-letters)\* i.e. Yours sincerely or Yours faithfully (write the former if you know the addressee’s name or the latter if you don’t know the addressee’s name),

**Your first name and surname**