

Street Address

City/Town

Province, Postal code

Date

**You do not have to include these details if your letter is being sent via email*

Recruiter's name

Title

Company/Organisation/Institution

City/Town

APPLICATION FOR XXXXX VACATION PROGRAMME 2018 *(This is your subject line)*

Dear Mrs. / Mr. / Dr _____

**Always try and address the relevant individual personally. If you are unsure of their name, Dear Sir/Madame is more appropriate than saying "to whom it may concern".*

INTRODUCTION – 1 PARAGRAPH: Who are you and what do you want? Briefly introduce yourself in terms of your current career e.g. *I am currently completing my final year of my philosophy degree at the University of Pretoria.* State your interest in the organisation or position. You do not need to include your name and surname. **How were you made aware of the specific vacancy?** This paragraph could also mention the name of an individual who recommended that you contact the employer, or cite the research that prompted you to write. It is important to indicate why you are interested in their organisation.

BODY- 3/4 PARAGRAPHS: Why are you a good candidate? The middle paragraph should consist of a selection of highlights from your background that would be of great interest to the organisation and create a notion of 'person-job-fit'. Focus on the job description, highlight what you match with and justify with examples from your education history and experience e.g. *Through my experiences as the Chairperson of ABC society, my leadership skills were greatly enhanced and this is why I believe I am the best candidate for this position.*

Again, try to display knowledge of the specific field and organisation. Use action verbs to describe relevant skills expertise and mention specific knowledge you may have.

CLOSING PARAGRAPH: Mention that you are available to meet for a possible interview. Your closing paragraph should outline the procedure for action. Mention if there are any other attachments (only if required). Always thank the addresses for their time and Interest.

Sincerely

(Your signature)

Name and Surname

**Try limit your cover letter to 1 page Maximum unless stated otherwise by the job specifications*