

## Cover letter outline & check-list

### Contact details

Address Contact details (Email, telephone number)
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*Dear ...*

### What do you want?

Which position you are applying for? Where did you find out about the opportunity? Why did you decide to apply? Say that you have provided your CV / Resume with the letter
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### Why do you want it?

Why are you interested in the position? What do you expect to get out of the job/programme etc?
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### Why should it be given to you?

Why would you be a good fit for the job? What can you offer the firm that other people cannot?
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### Show gratitude

Thanks Possibly provide references
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*Yours faithfully,*

*Name Surname*