

Your name
Address
Email
Phone
Website

.....
<space>

Date

<space>

<space>

Employers name

Employers title

Company name

Address

<space>

RE: Write what your letter is in regards to here

<space>

Dear Mr/ Mrs/ Ms. Sir name,

<space>

In the first paragraph write about what your intent of this letter is and if you are being referred by someone mention it here.

<space>

In the body of the second paragraph you will be highlighting your applicable skills. Mention that you have been attending Ex'pression College and what you are going here for (ie: Bachelor of Applied Science in Sound Arts or Animation and Visual Effects etc.) and talk about any real life experience you have that is relevant to the position you are applying for. Be sure to keep it relevant and not repetitive.

<space>

In the third paragraph talk about why you would like to join the company you are applying at and why you think this position is a strong fit for your skills. Do your research, mention a project or product that the company is known for and why you liked it or how it is influencing your choice to work for them.

<space>

The fourth paragraph is to be used as a conclusion. Thank them for their time and consideration and say that you are looking forward to hearing from them soon, or you are available at any stage to discuss this opportunity further. Keep this short.

<space>

Sincerely,

<space>

<space>

Insert a JPEG of your signature

<space>

<space>

Your name

.....
Points to remember: * Don't go off topic – keep it relevant * Sound positive and excited * When choosing a font size make sure that approx ¾ of the page is filled with your letter * Never write a 2 page cover letter * Never address someone by their first name * When possible try to address it to someone not just "To Whom it may concern" * Remove hyperlink in email address * Don't overuse the "I" word * Suggested fonts – Arial, Times New Roman and Trebuchet MS * Suggested font size 10-12pt * Format your page with a 1" margin all round