

What Should You Include In Your Cover Letter?

*The text below is just an EXAMPLE of how you could format your letter. Please use your own words and phrases and remember that your letter of motivation or cover letter needs to tell those reading it **WHY** you want the position. Include strengths and skills that are relevant to the position in question. Please do not summarise everything on your CV/application*

Dear Sir/Madam (Dear Ms/Mrs/Mr)

I would like to apply for the position of (title and vacancy announcement number) because I believe my working experience (and qualifications), together with my (skills/strengths) would contribute to the goals of (the organization).

There are three main reasons that motivated me to submit this application. Firstly, one of my achievements, and something that I believe clearly demonstrates my ability to be (job title) was ... This required me to (describe one of your skills and explain why it was important)

As someone who is committed to the goals of (organization) the second reason for my application is that I believe that the opportunity to (whatever it is you would be doing in the position) would be deeply rewarding. I sincerely believe that we all have an obligation to do what we can to (make the world a safer place to live/promote gender equality/eradicate hunger), and with the additional responsibility that this position offers I would ...

Another skill that I enjoy using and which I believe will prove essential for this position is problem-solving ...

As already mentioned and as you will have seen on my application form, I believe that the overall match between my professional background and the requirements for this position will not only help me to continue to contribute to the valuable work of ICTP, but it will also allow me to learn and grow professionally.

Thank you for your consideration and I look forward to hearing from you.

Yours faithfully (Yours sincerely)

The above text is 1525 characters