Your address Line 1

Your address Line 2

Your address Line 3

Today’s date

Dear (person’s name),

**Paragraph 1:** Specifically address the role and company you are applying to. 2 sentences should be enough. For example:

*I am writing to you as an enthusiastic applicant for the Marketing Coordinator with Duke Industries.*

**Paragraph 2:** Mention two or three things that you know about the organisation or the vacancy. For example:

*I’ve long followed Duke Industries and was impressed to see them win an award at last month’s National Marketing Awards. To be recognised for digital innovation is a great achievement. As a passionate marketing graduate, I’ve studied Duke Industries graduate marketing program and am impressed with commitment to both technical and holistic learning.*

**Paragraph 3:** Mention your key skills or experience relevant to the advertisement/position. For example:

*Whilst completing my Masters in Marketing last year I was given the opportunity to work as an intern in the marketing department at Roosenburg & Associates. This 12 month placement included 4 rotations, however it was digital marketing which I enjoyed the most. I worked with several of our top-tier clients and gained great exposure. I was awarded “Intern Of The Year” from a pool of 20.*

**Paragraph 4:** A brief conclusion. For example:

*I look forward to hearing back from you regarding my application. I will be able to make myself available to meet at short notice.*

*Kind regards,*

*Your name*