Covering Letter Template

# Personal details

Include your personal information at the start of the letter. This will enable an organisation to know who you are, and to contact you.

# Organisation details

Include the contact information for the organisation you are contacting, as per a formal letter.

If you know the name of the manager who would be reading your letter, put their name. Otherwise, address the letter to Sir/Madam.

# Introduction

Begin the letter by explaining why you are writing and that you have included a copy of your CV.

# Relevant skills and experience

Summarise relevant skills and experience that demonstrate you are appropriate and capable. This can include paid and voluntary experience, or skills you have learned elsewhere, such as through your hobbies.

# Motivation

Go into a bit more detail than previously about why you want to volunteer at this organisation rather than any other. Think about how you would benefit from the volunteering at the organisation, and how the organisation would benefit from you being there. Be enthusiastic!

# Availability

Outline when you would be available to volunteer. You will give a better impression if you are available at different days and times throughout the week. Stating that you are available every weekday evening doesn’t mean you will have to volunteer every weekday evening, but it shows the organisation that you are flexible.

# Contact

Indicate that the organisation is welcome to contact you and say if you are willing to go to a meeting and/or have a phone conversation with them.

# Ending

Thank the addressee and indicate that you anticipate hearing from them soon.

Sign the letter ‘yours sincerely’ if you know the name of the person you are writing the letter to. Sign the letter ‘yours faithfully’ if you have addressed the letter to Sir/Madam.