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How to write a cover letter?

Here is a general structure you can use.

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■■ 1. Opening

- Dear Sir / Madam
- Dear *company name*

■■ 2. Reason for writing

- I am writing to express my interest in the position of...
- I wish to apply for the position of...
- I am writing in response to your advertisement for...
- I am writing to enquire as to whether there are any vacancies...

■■ 3. Introducing yourself

- I am currently working on... / I am currently studying...
- At present, I am working for... where I am responsible for...
- I have been working in my current position for the past(time)

■■ 4. Talking about your education/experience

- I graduated from University X with a degree in...
- The nature of my studies has prepared me well for a position such as...
- As you can see from my CV, I have worked for... and gained experience in... working on...

■■ 5. Why you are the best for this position

- I feel, I am suitable for this role as I have a great deal of experience in...
- I consider myself to be friendly, efficient, and enthusiastic...
- I believe I would be the ideal, candidate based on the fact that I...

■■ 6. Closing comments

- Thank you for taking the time to consider my application
- I am available for contact and/or interview at any time
- If you wish to contact me, you can do so on...
- Should you require more information, do not hesitate to contact me

■■ 7. Signing off

- I look forward to hearing from you
- Yours sincerely...
- Best regards...

Anything else to add?