PhD Cover Letter Template

Your name

Your address

Name of recipient

Address of recipient / institution

Date of application

Dear [name of recipient] / Dear Sir or Madam,

Introductory paragraph

[Introduce yourself as a candidate - who you are and what you are currently doing. Indicate the PhD position or project you are applying to.]

Main body

Paragraph one [Identify something compelling about your key achievements and explain its relevance to the opportunity.]

Paragraph two / three [Address your eligibility for the position / project by referring to some of the information outlined as part of your CV. Ensure your content is specific to the information included in the person specification / project requirements. Ensure any claims are backed up with examples.]

Final paragraph [Address why you want to work on the specific project. This might include information about the broader impact of the research, your desire to work with the specific supervisor(s), and/or why you want to work with the academic institution.]

Summary [Include 1 - 2 sentences to reiterate both your interest and suitability for the position. Thank the reader for taking the time to consider your application and encourage the reader to contact you for further information, if required.]

Formal closing and signature

[Yours sincerely,] - when the letter is addressed to an individual

[Yours faithfully,] - when the letter is not addressed to an individual / is only directed to a department / organisation

[Your name]

[Your signature] - if submitted electronically, indicate that this is the case

Please see our article here for more detailed information about what should be included in your cover letter content for an academic application.