

Cover Letter Template — Ireland (2026)

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How to use this template

One A4 page. Three to four short paragraphs, 250 to 350 words in total. Mirror three keywords from the job advert. Date in DD/MM/YYYY. Save as PDF named Firstname-Lastname-Cover-Letter.pdf unless the advert asks for Word.

Header

[Your full name]
[City, Ireland] · [+353 XX XXX XXXX] · [email] · [LinkedIn URL]
[DD/MM/YYYY]

[Hiring manager name or "Dear Hiring Manager"]
[Company name], [City]

Paragraph 1 — The hook (2 to 3 lines)

I am applying for the [job title] role at [company]. I have spent the last [X] years [doing the core thing the role needs] in [industry], most recently [one concrete, measurable achievement].

Paragraph 2 — Proof (4 to 5 lines)

In my current role at [company] I [action] which [result with a number]. Before that I [action] and [result with a number]. Your advert mentions [keyword 1], [keyword 2] and [keyword 3]; those are the three things I have been doing day to day for the last [X] years.

Paragraph 3 — Why Ireland, why them (3 to 4 lines)

I am [already based in [city], Ireland / relocating to Ireland in [month]] and I hold [Irish/EU citizenship / Stamp 4 / Critical Skills Employment Permit eligibility], so there is no delay on start date. [Company] stood out to me because [one specific, verifiable reason: a product, a market move, a team].

Paragraph 4 — The close (2 lines)

I would welcome a 20-minute call to walk through how I would approach [a specific goal from the advert]. I am available [days] and can start [date].

Kind regards,
[Your full name]

Before you send it, check

- One page, PDF, same font as your CV.
- Addressed to a real person where possible.
- Three keywords from the advert used naturally.
- Every claim has a number or a concrete detail.
- Work authorisation stated in one line if you are not an EU citizen.
- No "To whom it may concern", no "passionate" without evidence.

Want a coach to review your cover letter and CV before you apply? Book a free 20-minute consultation at hulacareer.com/free-consultation