

This cover letter template has been produced by CV Master Careers. For more information on how we can help improve your covering letter, call: 0845 003 9557 or visit: www.cvmaster.co.uk

Cover Letter Template

Below is a template demonstrating how your cover letter should be laid out. Follow the instructions for each section using information about yourself and the job application you are making. If you need further help, please email us at: mycv@cvmaster.co.uk

Name of Recipient
Recipient Job Title
Company Name and Address
City
Postal Code
Reference Number

Date

Dear Mr/Ms [Last Name],

Opening paragraph

You should explain where you saw the vacancy. Use any reference numbers. Briefly summarise your experience and why you are sending them your CV. If a potential employer does not quickly understand how your skills relate to the position it will be difficult for you to gain an interview.

Main body of the letter

You should outline why you think you are the ideal candidate for the specific position. You should be forging strong links and connections between your skills and their requirements. You need to explain specifically how your skills and experience closely match the job you are applying for. You should be demonstrating that you have read the job description and that you have any essential qualities or qualifications that they are seeking.

Conclusion

You should conclude your covering letter by thanking the employer for considering you for the position. You need to say exactly how you will follow-up. You need to stick to this schedule.

Closing

Yours faithfully,

[Your signature here]

[Type your name here]