



How to Write a Cover Letter – Example

Name
First line of address
Town
County
Postcode

Mobile: [Mobile Phone number]
Email: [Email address]
[Today's date]

Employer's name
Company name
First line of address
Town
Postcode

Dear [Name/Department] Always try and address your cover letter directly to the person who will be reading it. If you're struggling to find a named contact, you can use a general greeting such as, "Dear Sir/Madam" or "Dear Hiring Manager".

[Include advertised job position and reference]

[Paragraph 1]

The opening statement should set out why you're writing the letter as well as stating the position you're applying for. You might also think about including where you saw it advertised and when you are available to start.

[Paragraph 2]

Highlight any relevant experience and demonstrate how your skills match the specific requirements of the job description. Summarise any additional strengths and explain how these could benefit the company.

[Paragraph 3]

Include why you're suitable for the job, what attracted you to this type of work, why you're interested in working for the company and what you can offer the organisation. This is a good opportunity to show off your knowledge of the company.

[Paragraph 4]

Use the closing paragraph to round up your letter and to reiterate your interest in the role.

[Closing greeting]

- If you included a named contact, sign off 'Yours sincerely'.
- If you used a general greeting, finish with 'Yours faithfully'.

[Signature]

[Name]