

Cover Letter Template

[Insert your name]
House Number & Street Name
Town
County
Postcode
Mobile phone number

13 April 2018

[Addressee's Name]
Name of company
Town
County
Postcode

Dear

Re: [Vacancy Reference & Title]

Further to your recent advert on (name the job board or newspaper), for the above vacancy I would very much like to be considered for the role.

Having reviewed the job criteria and researched the company, I feel I'm a good fit for both because [insert reasons for being attracted to the job] and [insert your reasons for being a good fit to the values, operating principles and / or culture].

- [Qualifications and Experience that matches to the requirements]
- [Training certificates relevant to the job role]
- [Knowledge and skills - hard and soft]
- [Transferrable skills and behavioural competencies]

Please find enclosed my current CV, which further demonstrates my suitability for the position.

I look forward to hearing from you.

Yours [Delete as applicable: Faithfully or Sincerely]

[Insert your name]