

Cover Letter

Applicants name

Address: XXXXXXXX XXXXX XXXXXXX XXXXX **M:** XXXXXXXXXXXX **E:**XXXXXXXXXXXX

Date that cover letter has been written – 6th October 2017

Name of Company/Employer

Name of interviewer if known/Manager/Company Director

Address of Company

RE: Job that is being applied for (Job ID if known)

Dear Mr/Mrs/Miss, (Include last name)

Introduction: Inform the employer about the position your applying for and why you should be selected for an interview. Also mention where you have seen the job advertised. E.g Reed, Indeed, Solsbury Solutions website.

Paragraph one: State why you are the right person for the job. Highlight your skills and experience and link to them to the role that your applying for. E.g – Having studied Health and Social at college I believe that I poses skills Y and Z which I can contribute to the _____ role.

Paragraph two: Finish the cover letter in a strong and confident manner. Reiterate to the company why you want to work for them. Also include that you will look forward from hearing from them in the future.

Yours sincerely,

Include your name here