

Standard covering letter template

Joe Bloggs

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[RECRUITING MANAGER'S NAME]

[POSITION]

[ADDRESS LINE 1]

[TOWN]

[CITY]

[POST CODE]

[INSERT DATE]

Dear [INSERT RECRUITING MANAGER'S NAME],

RE: [INSERT POSITION APPLIED FOR/REFERENCE NUMBER]

Thanking you in advance for taking the time to read this letter.

I was delighted to see your advert in the [INSERT WHERE YOU SAW THE ADVERTISED POSITION] for the post of [INSERT POSITION APPLIED FOR], as I feel I possess the skills and experience needed to do this job well.

I am currently working as a [INSERT CURRENT POSITION] at [INSERT COMPANY NAME] and I'm now eager to take the next step on the career ladder. My strengths as a [INSERT CURRENT POSITION] include [INSERT PERSONAL ATTRIBUTE ONE], [INSERT PERSONAL ATTRIBUTE TWO], and [INSERT PERSONAL ATTRIBUTE THREE] and I'm confident that I can bring a dynamic energy to your organisation. I have several years' experience in a variety of roles including [INSERT ROLE ONE], [INSERT ROLE TWO] and [INSERT ROLE THREE]. This has given me a wide range of transferrable skills related to the job description including;

- [INSERT SKILL 1]
- [INSERT SKILL 1]
- [INSERT SKILL 1]
- [i.e. problem solving skills]
- [INSERT SKILL 1]

I am impressed by the work [INSERT THE NAME OF THE COMPANY YOU ARE APPLYING TO] do and I feel I can competently take on this role and work to exceed your expectations.

Please find attached my current CV, which outlines my experience and training to date and hope that I will have the opportunity to discuss at interview how I can use these to benefit your company in the role of [INSERT POSITION APPLIED FOR].

I very much look forward to hearing from you.

Yours sincerely

[INSERT NAME]

Enc.