

General Cover Letter Template produced by
General Cover Letter Template produced by Skills Jersey

Your name
Your address
Date

Name of Employer
Job Title of Employer
Address of Employer

Dear Name of Employer

Ref: Vacancies in xxxx

The first sentence in the opening paragraph should express your reason for writing. Explain to the employer why you want to work for their company, as this shows you have done your research. In the last sentence say which position or positions you are applying for.

Here you can outline your experience and skills that are relevant to the role. Include information on your career achievements. Make sure you have done your research on the company so you can show why you would be a good fit for them. Finally, include what you can offer that makes you different from other candidates.

To conclude the letter, use one or two sentences to summarise what you feel you can bring to the company. Sign off by saying that you are looking forward to hearing from them.

Commented [KC1]: You may want to follow up the letter with a phone call approximately 2 weeks after sending.

Yours sincerely/ Yours faithfully

Your name

Enc CV