

Specific 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: Job title you are applying for or reference code

The opening paragraph should explain the reason you are writing e.g. to apply for the xxxxxx post. Express your interest in the company and say what appeals to you about this role. Mention that you have enclosed your CV.

Talk about your experience and skills that are relevant to the position you are applying for. Show how you meet the criteria in the job description and what you can bring to the role to make you a unique applicant.

To conclude the letter, summarise your suitability to the role and company. Inform the employer that you are happy to meet at a convenient time and show interest in hearing from them.

Yours **sincerely**/ Yours **faithfully** Your name