

Cover letter template for an advertised job

[date]

[person's name]
[person's title]
[name of company]
[company address]
[town/city]

[your home address]
[town/city]
[your phone number]

Dear [person's name]

[name of job/vacancy – including vacancy number if applicable]

I am pleased to have the opportunity to apply for the position of [position name] with your company which was advertised in/on [name of newspaper or website etc] on [date].

I have enclosed my CV to support my application. In it you will see I would bring some important skills to the position, including:

- [key skill one]
- [key skill two]
- [key skill three]

[Use this space to give the employer more information about how you match the job they're advertising.]

I would be pleased to attend an interview with you and look forward to hearing from you.

Yours sincerely

[your name]