

# DOCUMENT TEMPLATE

## Cover Letter

Sending a CV without a cover letter shows lack of enthusiasm for the position, as does sending a standard cover letter often generated by job boards. See the below template on how to write the best covering letter and display your commitment to the company at the application stage.

### TIPS

Dear [Sir/Madam],

Please find attached my CV for consideration for the position of [job title, reference number 00000] as seen on [website address].

As you can see from my CV, I have a proven track record in (job title/industry) and can bring a number of skills to your business. Specifically:

- [skills]
- [achievements]
- [facts and figures]

My CV offers further details of my skills and experience and look forward to hearing from you regarding my application.

Yours [sincerely],

[Your name]

[Phone number]

Replace [text in square brackets] with your own information

Try to address the person by name. This can often be found on the job advert contact details section. If not use Sir/Madam.

Remember to attach the CV!

Include job title and reference number, if stated.

Say where you found the job listing, i.e. website, newspaper, place...

Sign with your name and include your telephone number.

Write a paragraph about why they should interview you.

- List a few relevant skills
- List any measurable achievements – targets met, accomplishments
- Facts and figures will make you stand out from the crowd

Sign Yours sincerely if you started your letter with Dear Sir/Madam. Use Yours faithfully if the letter started with a name.

Sign with your name and include your telephone number.



[www.stafffinders.co.uk](http://www.stafffinders.co.uk)

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