

## COVER LETTER EXAMPLE

Your Name  
First Line of Address  
Second Line of Address  
Third Line of Address  
Post Code

Home Telephone  
Mobile

Email Address

Date

Job Reference

Dear Name/Sir/Madame/Recruitment Manager.

Paragraph 1 – Who are you and what are you applying for?

Paragraph 2 – Why should you be chosen/what skills have you got?

Paragraph 3 – What else have you to offer/other info...

Thank you for your time and I look forward to speaking to you in the future/Thank you for taking the time to read my application, please contact me if you have any questions.

Yours Sincerely,

Your Name.