



THE COVER LETTER TEMPLATE

<<Full Name>>
<<Town, Postcode>> • <<Phone Number>> • <<Email>>

Dear Sir/Dear Madam:

It is with great interest I write in response to your advertisement.

With over a <<number of years experience if significant>>-year career which includes <<skills listed in job description>> for world leading <<OR high performing>> corporations, I have consistently demonstrated a strong talent for <<qualifications>>. I am now seeking the opportunity to join a company such as yours in a <<job title>> position where I can continue to achieve results.

My unique background includes:

- <<highlights / technology / high level stories relevant to position in bullet points>>
- <<bullet point 2>>
- <<bullet point 3>>

As you can see, I am equipped with exceptional skills in <<main skill of job title>>. I am confident I will make a valuable contribution to your company.

For a more detailed presentation of my skills and background, please review the enclosed résumé and feel free to contact me at your earliest convenience. I appreciate your consideration and I look forward to the opportunity to discuss my application with you.

Sincerely,
<<Full Name>>