

CV-Library Covering Letter Template

We have designed a example covering letter template that you can use for your applications. Simply replace the items in the brackets.

Your Contact Information

(Name)
(Address)
(Phone Number)
(Mobile Number)
(Email)

(Date)

Ref: (Position Title)

Dear (Mr/Ms Last Name),

I have come across your job vacancy on the (Website Name) and I would like to be considered for the position of (Job Role).

As you will see from my CV, I am currently working for (Company Name) as the (Job Role). In my present position I am responsible for managing all (Current Responsibilities). I have worked closely with the (Specific Department) and have been able to identify problems before they affected deadlines.

I would like to be considered for the position of (Job Role), as I believe I possess the appropriate (Skill Set) skills. Over the last year I have implemented (Specific Project) throughout the company. This meant (Details of Project), which achieved (Outcome of Project). I successfully achieved (Personal Achievement).

I have ability to maintain the highest standards whilst reducing costs and I feel that I would be able to make a positive contribution to the results of your company.

Yours sincerely,

(Your Signature)

(Your Typed Name)

Employer Contact Information

(Company)
(Address)

For more information and advice on job seeking including CV Templates, Interview Advice, Training and Franchise Opportunities visit: www.cv-library.co.uk/careercentre

