

TAILORED COVER LETTER

Address
Address
Address
Postcode

Today's Date

COMPANY NAME AND ADDRESS

(Insert the name and address of the company you are applying to)

Dear (Name of person you are sending the letter to. Please try not to use Dear Sir / Madam)

Re: (Put the title of the job vacancy here and include the job reference number if you have one)

Please find enclosed a copy of my CV in application for the position ofas advertised in

"As you will note from my enclosed CV....." use this opportunity to provide a brief overview of your CV, focusing on the elements that you believe would interest the reader. Do not put "as you can see by my CV I am hard working, reliable.." they cannot see this.

The next paragraph is a great place to match your transferable skills to those in the job specification "As you can see, I have had extensive work experience in giving me varied skills and the ability to work with many different types of people. I believe I could fit easily into your team".

There shouldn't be any negativity within a CV and accompanying cover letter, so if you are currently unemployed look at the positive aspects, such as this has given you the chance to develop further by undertaking courses or provided you with the opportunity to thoroughly research the job market and to find the kind of role that would best match your skill set.

At the end of the letter provide the reader with your contact details (telephone number and email address) and ask them to contact you if they require any additional information. You can also outline that you are free to attend interview at any time or if you have dates where you would not be available mention these here. Tell the reader that you look forward to hearing from them in the near future so that you end your letter on a positive note.

Yours sincerely, (yours faithfully if you have used Dear Sir / Madam)

(Sign your name here)

Type your full name here

enc.: CV

SPECULATIVE COVER LETTER

Address
Address
Address
Postcode

Today's Date

COMPANY NAME AND ADDRESS

(Insert the name and address of the company you are applying to)

Dear (Name of person you are sending the letter to. Please try not to use Dear Sir / Madam)

Try to open with a statement that will get an employer's attention eg "I am an experienced....." or "I have recently achieved/qualified". I am writing to enquire if you have any current vacancies within your company. I have enclosed a copy of my CV for your information.

As you can see, I have had extensive experience within (outline here the skills and experience you have that would match those of the organisations current employees), giving me varied skills and the ability to work with many different types of people. I believe I could fit easily into your team.

I am a conscientious person who works hard and pays attention to detail. I'm flexible, quick to pick up new skills and eager to learn from others. I also have lots of ideas and enthusiasm. I'm keen to work for a company with a great reputation and high profile like [insert company name].

I have excellent references and would be delighted to discuss any possible vacancy with you at your convenience. In case you do not have any suitable openings at the moment, I would be grateful if you would keep my CV on file and notify me of any future possibilities.

Yours sincerely, (yours faithfully if you have used Dear Sir / Madam)

(Sign your name here)

Type your full name here

enc.: CV