

27 Hollingbourne Road
Herne Hill
London
SE24 9NB

Mr J Jones
AB Company Ltd
6 Oakbank Grove
Brixton
London
SE24 0AJ

16 January, 2017

Dear Mr Jones,

Application for [name of role]

The opening paragraph of your cover letter should quickly say the following things: who you are, which job you're interested in, and how you heard about the job. Demonstrate your interest in the company and industry by likening it to something about the company; for example, you might write "I am keen to join CV-Library after learning that it is the UK's leading independent job board".

In your second (and maybe third) paragraph, you need to show your employer how and why you're the right person for the role with examples. Remember, your cover letter shouldn't be a copy of your CV; it should take your most notable achievements, explain a bit more about them, and then show how these skills could benefit the employer. Mirror the skills mentioned and the phrasing that's used in the job description.

Your final paragraph should seek a follow-up of some kind. If you plan to follow your letter with a phone call, let the employer know and tell them when you plan to call. For example: "I will call in one week of the date of this letter to arrange an interview." Or maybe you intend to wait for a response, in which case you should write something along these lines: "I would love to arrange an interview; I look forward to hearing from you at your earliest convenience." Make sure you let the employer know how best to reach you by providing your best phone number and email address.

Yours sincerely,

Your Signature
Your Name