

Need a covering letter?

You should send a covering letter with your CV when applying for a job.



Follow the tips here, make a good impression and ensure you get an interview

Make a good impression.

This might be the first contact the employer has with you. Covering letters need to be set out correctly. It should be easy to read, printed in black ink and in a plain typeface.



Keep it short and sweet.

Letters need to be short and to the point – no more than one side of A4 paper. Also write it using short paragraphs

Start and finish properly.

If you start with 'Dear Sir / Madam' you must end with 'yours faithfully' then sign your name with your name printed underneath your signature. If you start with 'Dear Mr, Mrs, Ms, Dr' (followed by their name) you must end with the letter with 'yours sincerely', then sign your name with your name printed underneath your signature so the employer can read it.

DEAR



Include all your details.

Make sure that the employer has all your correct details – including postcode, telephone number, mobile and e-mail address (if you have one)

Check it thoroughly

Make sure you check the spelling and grammar. Get someone who is good at this sort of thing to double check it for you (eg a member of Connexions staff, parent or teacher).



Keep it neat and tidy!

Use white A4 paper and white A4 envelopes, keeping it clean and flat (not grubby, smudged or crumpled!)



Post it!

Don't delay. Get it in the post. You don't want someone to beat you to it.

Your address
Town
County
Postcode
Telephone number including code
E-mail address

Name of person letter is going to
Job Title
Company name
Address
Town
County
Postcode

Date

Dear (Mr, Mrs, Ms Miss) Surname

Any reference or title

Letter in short paragraphs

Yours sincerely

Sign your name

Print your name

This is the standard layout for a letter, however the content will vary depending on what you need. Look at the examples overleaf.



Letter to a company where the advert stated:

Write for an application form.

Do not send a CV



Peter Whiting
10 Long Street
Hudderton
Bankshire
HT1 9SL
Tel: 01234 483922
peter@online.com

Mr J Smith
Personnel Officer
Drews Engineering
Far Industrial Estate
South Street
Hudderton
Bankshire
HT19 3DB

Date

Dear Mr Smith

I wish to apply for the post of *(name of job)* advertised in the *(name of the paper)* on *(date)*.

Please send me an application form and any further details you can make available about the job and your company. Thank you.

Yours sincerely

Peter Whiting

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Mr J Smith
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South Street
Hudderton
Bankshire
HT19 3DB

Date

Dear Mr Smith

Enclosed is the completed application form which you very kindly sent me.

I am interested in working as a *(name of job)* for your organisation because *(your reasons)*. I believe I am a suitable candidate for this post because *(your reasons)*.

If you require any further information please do not hesitate to contact me. I look forward to hearing from you in the near future.

Yours sincerely

Peter Whiting

Peter Whiting



A covering letter to send with your completed application form.

Letter to a company where you have been asked to send your CV.

Peter Whiting
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Mr J Smith
Personnel Officer
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South Street
Hudderton
Bankshire
HT19 3DB

Date

Dear Mr Smith

I am writing to ask if you have any vacancies in (*type of work*) that would be open to someone of my age and experience.

I am keen to work in (*type of work*) because (*your reasons*). I have some experience in (*type of work*) which I gained by (*brief details of work experience, part time and holiday jobs etc.*)

I am currently a student/working at (*name of place*) where I am studying/doing the following. I am (*brief details of the kind of person/potential employee you are/will be*).

I will telephone your department in a few days to confirm that you have received this letter. I enclose a copy of my CV. I look forward to hearing from you in the near future.

Yours sincerely

Peter Whiting

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10 Long Street
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Mr J Smith
Personnel Officer
Drews Engineering
Far Industrial Estate
South Street
Hudderton
Bankshire
HT19 3DB

Date

Dear Mr Smith

With reference to your advertisement in the (*name of paper*) on (*date*), I would like to apply for the vacancy of (*name of job*).

I am interested in working as a (*name of job*) for your organisation because (*your reasons*). I enclose a copy of my CV with details of my education and experience. I believe I am a suitable candidate for this post because (*your reasons*)

If you require any further information please do not hesitate to contact me. I look forward to hearing from you in the near future.

Yours sincerely

Peter Whiting

Peter Whiting

A letter to a company that has not advertised any jobs but you would like to work for. Enclose your CV.