

Cover Letter Template

If you're sending your letter via an email, you need a subject line. It should always include the job title and reference number.

Subject Line: Experienced [current job title] for [advertised job title], [reference number]

Always address your cover letter to a person.

If you can't find a name, 'Dear Sir or Madam,' is the next best thing.

Never address your covering letter to 'To whom it may concern,' – it's just too impersonal.

Keep your paragraphs and sentences short and easy to skim

Don't babble – get to the point.

Dear [insert hiring manager's name],

Please accept my application for the [job title] role advertised on [website].

You mentioned in your advert that you need somebody who can [requirement/responsibility]. As a [current job title] at [current place of work], I [state what you did]. This [explain what you learned or accomplished and how it is relevant].

Talk about your current or most recent job first.

These two words let the hirer know you're about to tell them something relevant and you've read the job description.

A new direction

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A covering letter should be brief.

Only mention skills, experiences and past jobs that are directly related to the role.

Try the STAR format when discussing past achievements:

Situation
Task
Action
Result

I am also responsible for [mention some relevant key responsibilities].

Try to make only one point per paragraph.

It'll help you make your points more clearly.

When working as a [previous job title] at [previous role], I [discuss noteworthy key achievements and responsibilities]

Please see my attached CV. If you have any other questions or you'd like to arrange an interview, please call me on [contact number] or email me at [email address].

I look forward to hearing from you shortly.

Many thanks,

Your name
Your contact number
Your email address

Don't forget to attach your CV if your covering letter is an email.

Check your contact details are correct then check again!

Make sure your email address is a professional one

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