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**Cover Letters**

**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 Arial or Verdana font.

**Keep it Short and Sweet**

* Letters need to be short and to the point. No more than 1 side of A4. Also write it using short paragraphs.

**Start and Finish Properly**

* If your start with **‘Dear Sir/ Madam’** you must end with ‘**yours faithfully’** then sign your name with your name printed under your signature.
* If you start with **‘Dear Mr/ Mrs/ Ms’ (followed by their name)** then you must end the letter with **‘yours sincerely’** then sign your name with your name printed under your signature.

**Include All Your Details**

* Make sure the employer has all your details- **including postcode, telephone number, mobile number and E-mail address.**

***Standard Layout for Cover Letter***

Your Address

Town

County

Postcode

Telephone Number

Email

Name of person letter is going to

Job Title

Company Name

Address

Town

County

Post Code

Date

Dear Mr/ Mrs/ Ms/ Madam (Surname)

Job reference from Job Advert (if applicable)

***Letter in short paragraphs***

Yours sincerely

Sign your name

Print your name

***Letter to a company where the advert stated: Write for an application form do not send a CV’***

Peter Whiting

 10 Long Street

Waterlooville

Hampshire

PO7 4RR

Tel: 02392 777777

Mr J Smith

Personnel Officer

Drew’s Engineering

Far Industrial Estate

South Street

Portsmouth

P03 3TT

7th January 2016

Dear Mrs 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 and any further details you can make available about the role and your company. Thank you.

Yours sincerely

Peter Whiting

Peter Whiting

***Cover Letter to Send With Your Completed Application***

Peter Whiting

 10 Long Street

Waterlooville

Hampshire

PO7 4RR

Tel: 02392 777777

Mr J Smith

Personnel Officer

Drew’s Engineering

Far Industrial Estate

South Street

Portsmouth

P03 3TT

7th January 2016

Dear Mrs Smith

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

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

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

Yours sincerely

Peter Whiting

Peter Whiting

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

Peter Whiting

 10 Long Street

Waterlooville

Hampshire

PO7 4RR

Tel: 02392 777777

Mr J Smith

Personnel Officer

Drew’s Engineering

Far Industrial Estate

South Street

Portsmouth

P03 3TT

7th January 2016

Dear Mrs 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 with enclosed CV- Speculative***

Peter Whiting

 10 Long Street

Waterlooville

Hampshire

PO7 4RR

Tel: 02392 777777

Mr J Smith

Personnel Officer

Drew’s Engineering

Far Industrial Estate

South Street

Portsmouth

P03 3TT

7th January 2016

Dear Mrs Smith

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

I am keen to work in **(type of work)** because **(your reasons).**

I am interested in working as (name of job) with your organisation because **(your reasons)**. I believe I am a suitable candidate for this job because **(your reasons).** I have some experience in **(type of work)** which I gained by **(brief details of work experience, part time, holiday jobs etc).**

I am a current student/ working at (name of place) where I am studying/ doing the following. I am **(brief details 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

Peter Whiting