

Cover Letter

Your address

Date

Name of Company

Place (no need for full address)

Dear Name or Sir/Madam

*First Paragraph*

Who you are briefly

What position you are applying for

*Second Paragraph*

Why you are applying - the right company? /right job?/ reputation of the company and care of its staff / career progression? -

Why you feel that you are the right person for the job?

What skills, qualities and experience are you able to bring to the position?

*Concluding statement*

Attached CV and hope that your application is successful.

Yours sincerely

Name