

How to write a Cover Letter

You will see below a written/visual example of how to write and layout your covering letter.

A covering letter is an opening statement of why you think you would be suitable for the role. Its purpose is to introduce you to the employer, explain why you're applying, and highlight your most relevant skills, experience, and enthusiasm for the job.

Useful tips:

- Address to the hiring manager
- Tailor the cover letter to jobs you are applying for
- Ensure contact details are all correct
- Sign off your covering letter at the end with your full name
- Use Word or PDF formats
- Add in employment gaps explaining why e.g., maternity leave, health issues, travelling
- Keep your covering letter to 1 page
- Ensure when using AI that the information is factual and grammatically correct

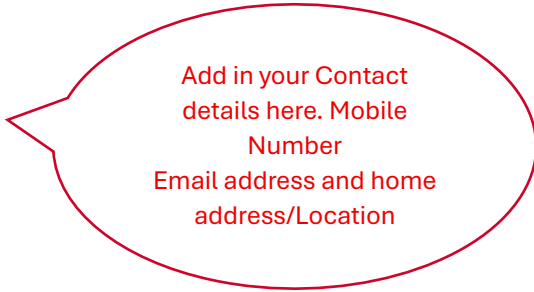
Visual example:

Your Name

Mobile -

Email -


Home address -



Add in your Contact details here. Mobile Number
Email address and home address/Location


Dear *hiring managers name*,

Personal Statement



Clearly state which position you are applying for and where you found the job posting. Briefly introduce yourself and your background highlighting relevant skills and experience. Explain why you are interested in the specific company and position. Explain why how you can contribute to the company and specific role.

Sign off



Use a professional closing
like sincerely, best regards
or kind regards. Include
your full name