

TEMPLATE COVERING LETTER

Your name
Address line 1
Address line 2
Town/City
County
Postcode

Name of individual
Name of organisation
Address
Postcode

Date

Dear [Insert name of individual]

Application for [Insert Job Title]

I wish to apply for the post of [insert job title] as advertised [on/in...] and attach [my CV/completed application form] for your kind consideration.

The first paragraph should cover why you want to work in that particular role.

I have been interested in working/qualifying/training as a [...] as I feel it is a stimulating and challenging [role/career]. I look forward to the prospect of being able to [use my knowledge and skills/develop my expertise/build on my existing experience]. I am attracted to the prospect of [insert a particular aspect of the role which interests you.]

The next paragraph should set out why you want to work for that organisation.

I am excited at the prospect of working within your organisation as I wish to explore [a particular field/area/department] in which your firm [has recognised expertise/an excellent reputation.] I am keen to become an experienced [job title] and I feel your organisation will help me realise my potential through [the staff development opportunities/training/resources] you offer. I am keen to work in a [small/medium/large] firm because as I believe I will be afforded the opportunity to participate in exciting [opportunities/transactions] such as [name a recent transaction undertaken] and the chance to work for clients including [...] I am keen to work in [insert geographic location] as it is [insert reason eg lively city, local ties].

The final paragraph should cover the skills/qualities you can offer.

I feel I am well suited to this vacancy as I possess a great balance of skills, experience and qualities. [Include a few of the following skills with supporting examples: communication (verbal and written), analytical, research, teamwork, time management, ability to prioritise.

Qualities to highlight: responsible, can use your initiative, team player, approachable, friendly, reliable, hardworking.]

Having considered my application I hope you are convinced of my suitability for the post and I look forward to meeting you to discuss my credentials further at interview. [OR] I look forward to your response and meeting to discuss my application further.

Yours sincerely,

Signature

Print name