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| Microsoft Office User  |  | | --- | |  | | Email Address | |  | | Telephone No. | | Address, City, County/Region Postcode | |  | |  | | --- | | Recipient NameTitle/CompanyAddress Dear Recipient Name,  To get started, click the placeholder text and start typing.  Use your cover letter to show how your talents and experience will solve a problem or drive results for your future employer. For example, if you say that you work well in a team, give an example of how you used your teamwork skills during your last internship, then show how this experience will benefit the employer.  It's all about personalisation. Write a cover letter that uniquely presents the real you and the future impact that only you can make at the company.  Sincerely,  Microsoft Office User | |