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| |  | | --- | | Recipient NameTitle | Company | Address | City, County/Region Postcode | | Date  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 | | |  | | --- | | ContactAddressCity, County/Region PostcodeEmail AddressTelephone No. | |