Your name

Address | Telephone number | Email address

Date

Recipient

Title

Company

Street address  
City, county/region, postcode

Dear Recipient,

To get started straight away, simply tap any placeholder text (such as this) and start typing.

Wondering what to include in your cover letter? It's a good idea to include key points about why you're a great fit for the company and the best choice for the specific job. Of course, don't forget to ask for the interview – but keep it brief! A cover letter shouldn't read like a novel, however great the plot is.

Yours sincerely,

Your name