



**JOHN
SMITH**

**RECIPIENT NAME
TITLE/COMPANY
ADDRESS**



EMAIL ADDRESS



TELEPHONE NO.

ADDRESS, CITY,
COUNTY/REGION
POSTCODE

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,

John smith

