Cover Letter – You will need to change any red writing to be relevant to you and the job you are applying for. Remember to talk about your interests and the subjects you study, and link these to the job!

*Your Address*

*Company Full Address*

*Date*

Dear Sir/Madam

I am writing to apply for the position of *Job Title*, at *Company Name*. I found this vacancy *where did you find out about it (website, poster, someone who works there)* and would like to be considered for this role. Please find attached my CV for your consideration.

As my CV shows, I have studied *subject* and believe this will help me in this role as I have developed *skills/knowledge relevant to job*. I have completed a Work Experience placement*(s)* with *Company*, and developed skills in *give examples of skills and what you did to develop them.*

*Give information about yourself that is relevant to the job you are applying for E.G. I believe I am a hardworking individual, with a positive attitude to work, I enjoy working in a team and also independently. My proudest achievement is being part of the school football team for three years and helping the team win a local competition.*

Thank you for taking the time to consider my application. I look forward to hearing from you.

Yours sincerely,

*Sign here*

*Name*