

## Sample Cover Letter

Flossie Jones  
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Mrs Jean Smith  
HR Manager  
Coco Cola Trading  
1 Sparkling Way  
Horsham  
West Sussex  
RH22 9ZZ

11<sup>th</sup> July 2022

Dear Mrs Smith

**Re: "Application for the post of xxxx - Ref xxxx".**

### First Paragraph

Explain why you are writing, the position that you are applying for, how you have come across the job vacancy, why you are interested in this post and this company

### Second Paragraph

Explain what you can offer to this company i.e. what skills and experience you possess which are relevant to the company in view of the information shown in the advert. You can also summarise your key qualifications and quote one or two previous jobs that are related to this new position. The difficulty lies in presenting information, which is already in the CV in a manner that is more personal.

### Third Paragraph

Refer to the CV for any further information about you, explain that you would be keen to meet up with them to discuss your suitability further and thank the reader for their time in considering your application.

Yours sincerely (If you have a name) Yours faithfully (If you don't have a name)

Flossie Jones

(Please note there are usually 6 spaces between yours sincerely and your name to allow for the signature)