



Writing a cover letter

How to introduce yourself to an employer

All ages | Jobs and apprenticeships

? What is a cover letter?

A cover letter is a short letter or email you send with your CV. It says which job you want and why you would be good at it. Some online forms have a box for this instead.



A simple four-part plan

1. **Say hello and name the job:** "I would like to apply for the Customer Assistant job at your Speke store."
2. **Say who you are:** "I am 16 and I am finishing Year 11 at Bank View School."
3. **Say why you'd be good:** give two or three skills, each with a short example.
4. **Finish politely:** "Thank you for reading my application. I look forward to hearing from you."



Top tips

- Keep it to a few short paragraphs
- Use the employer's name and the job title
- Match your skills to what the advert asks for
- Sign off with "Yours sincerely" if you know the person's name, or "Yours faithfully" if you don't
- Ask someone to check it before you send it

Where next? What is a CV? · Application forms — www.tags.careers/guides.html