**Cover Letter For a Job:**

Normal Job Application

(insert your name)

(insert your address)

(insert your contact details)

(insert recipient department)

(insert company address)

(insert date of letter)

Dear Mr/Mrs/Miss/Ms/Dr (insert name),

You will find attached to this letter my CV/certificates/references/a completed application form for the job (insert name of position) posted on (give information about date of posting and where you saw it).

I am keen on working for (insert company name) because (insert reasons) and I have read that (insert company name) has managed to achieve over the past years something no other company has done. (give details about the company that you like). This is what encouraged me to apply for the position as I would love to be a part of the work you do.

My strengths include (give list of some skills) which I believe will benefit me in this position (link skills to specific job position). One particular example of work that I have done in the past which gave me great pride was (give details of example and link back to the job position).

I am available to take on the responsibilities of being a (enter job name) from (enter date of availability). I hope that you will contact me should you need further information and I appreciate being considered for this role. I look forward to hearing from you.

Yours sincerely,

(hand printed signature)

(insert full name)