



## PERSONAL INFORMATION

First name(s)

Surname(s)

Street address


Postal code

City

Country

Telephone(s)

E-mail




Enter your personal details. All fields are optional. Empty fields will not be included in the final document.

Save


Cancel

## CITY, DATE AND SUBJECT

Date

Date format

City

Subject

Enter the city, date and subject of the cover letter. All fields are optional. Empty fields will not be included in the final document.

## ADDRESSEE DETAILS

Title	Surname(s)	First name(s)
Mr. 	Smith	John

Name of organisation


Address of organisation

Building name or Street address

Postal code

City

Country



Enter the details of the organisation you wish to apply to and the name of the contact person if known.

It is important to address your application to the right person. If you don't have a contact name, you might want to contact the organisation and ask to whom you should address your application.

Save

Cancel

# MAIN CONTENT

## Opening paragraph

**B I U** [List] [Align] [Link] [Image] [Eraser] [X<sub>2</sub>] [X<sup>2</sup>] [Text Color]

Clipboard: In response to ... suggestions.

I would like to express my interest ...

I would like to apply for ...

I would like to be considered for ...

I am a ... interested in ...

Please accept the enclosed CV ...

With reference to your vacancy for a ...

Further to your recent advertisement for the position of ...

Please find enclosed my application for the vacancy of ...

Main

**B I U** [List] [Align] [Link] [Image] [Eraser] [X<sub>2</sub>] [X<sup>2</sup>] [Text Color]

Clipboard: For the past ... years I have been working ... suggestions.

As part of my role as ...

I have always enjoyed working with ...

My experience in ...

Having worked as a ...

During ... I have gained valuable experience in ...

I am qualified as ...

I hold a degree in ...

My education has prepared me for ...

Clos

**B I U** [List] [Align] [Link] [Image] [Eraser] [X<sub>2</sub>] [X<sup>2</sup>] [Text Color]

Clipboard: Please find enclosed my CV ... suggestions.

I am enclosing my CV ...

I am available to start ...

I look further to meeting you ...

I look forward to having the chance to ...

Enter the main content of the cover letter. Use the assistant menu with suggestions for each section.

Check spelling, grammar, syntax and arguments before sending the letter. Be concise.

Save

Cancel

## CLOSING SALUTATION

Closing salutation

Yours sincerely x

Signature image

Optimal dimensions: 250x100 px  
Accepted files: PNG, JPG  
Max. size: 1MB

Add file:

My device

Google Drive

OneDrive

Dropbox

Your name

John Smith

Enter the closing salutation and upload your signature image if you have one.