Name

Address | Phone Number | Email Address

Date

Recipient Name  
Title  
Company  
Address  
City, County/Region, Postcode

Dear Recipient,

To get started straight away, simply tap any placeholder text (such as this) and start typing.

Wondering what to include in your cover letter? It's a good idea to include key points about why you're a great fit for the company and the best choice for the specific job. Of course, don't forget to ask for the interview – but keep it brief! A cover letter shouldn't read like a novel, no matter how great a plot you have.

Sincerely,

Your Name