Covering letter template

HIRING UK, www.hiringuk.co.uk. Downloaded 21 September 2026.

Keep it to one side of A4, or four short paragraphs in an email. The job of a covering letter is to answer one question: why you, for this job, now.

[Your name] · [Town] · [Telephone] · [Email]

[Date]

Dear [name if the advert gives one, otherwise "Hiring Manager"],

Paragraph one: which job, and why you are writing

"I am applying for the [job title] role in [town], advertised on HIRING UK. I have [X years] doing [the thing], and I hold [the ticket they asked for]."

Paragraph two: the proof

"In my current role at [employer] I [did the thing the advert cares about], including [a number]. [One sentence about a result.]"

Paragraph three: why this employer

"I am looking for [the thing this employer offers: local work, a permanent role, days rather than nights]. Your advert mentions [something specific from it], which is exactly what I am after."

Paragraph four: what happens next

"My CV is attached. I can start on [date] and I am available for an interview any [afternoon this week]. Thank you for reading this."

Yours sincerely, [your name]

Three things that get a letter binned

- Rewriting the CV in prose. The letter is for the argument, not the history.
- "I am a hard working team player." Everybody writes it, so it says nothing.
- The wrong company name, from the last letter. Read it once before you send.