



## Covering Letters

You should send a covering letter with your curriculum vitae (CV) or completed application form. All the information relevant to your application should appear in the CV or on the application form, the covering letter should be brief and Clear.

Use plain white, good quality paper.

In the top right hand corner put in your address and phone number.

On the left below your address put in the contact name and address of the person you are sending the letter to.

Put in the date.

Ensure you include the job title and reference clearly.

Be brief but say exactly what you are enclosing. e.g.

*In response to your advertisement of 12/6/08 in the Harford News. I enclose my curriculum vitae, together with an additional sheet outlining the skills I have developed during my A level course. I can attend an interview at any time.*

*I look forward to hearing from you.*

Use 'Yours sincerely' if you have started: 'Dear Mrs, Mr, Miss or Ms'. Use 'Yours faithfully' if you start 'Dear Sir, Madam or Sirs'.

Sign you name and write it clearly below your signature.

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