

Example of a Strong Cover Email

From: Joe Bloggs
Sent: 01 October 2019 11:40
To: recruitment@smarttech.co.uk
Subject: Application: Training Coordinator, ref J/123 - Joe Bloggs
Att: CV - Joe Bloggs.doc

Subject clearly shows job vacancy and reference number.

Dear Sir/Madam

Brief introduction clearly explains the purpose of the email.

I wish to apply for the above position, as advertised on Indeed, and attach my CV for your consideration.

As you will see from my CV, I have over 5 years' experience as a training organiser for a large, diverse workforce. I am able to support all aspects of training courses from their inception through to their final evaluation and have an in-depth knowledge of appraisal reviews and training needs analysis.

I have always been impressed by SmartTech's consistent commitment to providing high-quality, customer-focused services to the VCSE sector, which has clearly contributed to your business growing rapidly in line with your reputation since your launch in 2012. I believe I share your approach to staff development and customer satisfaction and am well placed to support your growing workforce.

I would welcome the opportunity to discuss my suitability further and can be contacted on 07123 456789.

Yours faithfully

Joe Bloggs

Second paragraph highlights the key skills and experience that you have for the job.

'Flattery' paragraph:
- shows you have done some research
- shows why you are interested in this company
- tells the reader how you can benefit the company.

Final paragraph closes with an invitation to contact you, including contact number.