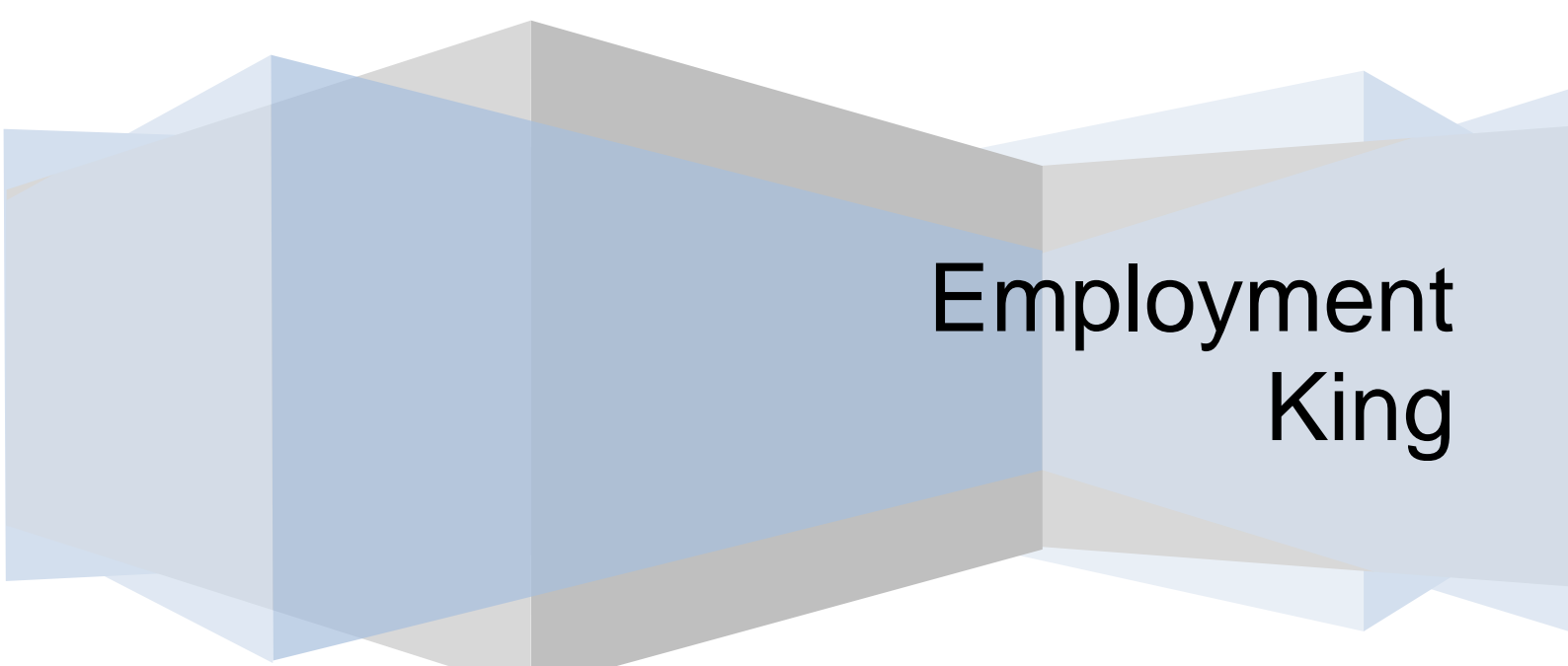


Cover Letter Template Pack

www.employmentking.co.uk

4 Cover Letter Templates, 12 Opening Lines, 16
Evidence Paragraphs, 6 Personalise your Letter
Paragraphs and 11 Closing Statements



Employment
King

Hello Job Searchers

Hundreds of you have already enjoyed using the CV Template Pack and the feedback has been amazing, imagine having a tool to quickly write a personalised CV within a few minutes. We want you to have real value for your money, which is why our team have created an additional free tool for you – **The Cover Letter Template Pack**.

As part of the [CV Template Pack](#) you currently receive:

- **6 CV Templates**
- **11 Personal Profile Templates**
- **89 Job Descriptions**
- **6 Hobbies and Interest Paragraphs**

Pick one of the following 6 CV Templates. Read the personal profiles and pick the profile that best represents you, copy and paste this into your CV template; use the key words to personalise the profile to match your personality, skills and qualities.

Next copy and paste the job descriptions that match your previous positions and job roles into the CV template, again edit the descriptions to personalise each position.

Type in your own qualifications and training into the CV template under the 'education' section.

Finally copy and paste in a hobbies and interest profile finishing off your CV and Delete any large gaps to fit your CV on to a maximum of 2 pages

Currently we are also giving away 2 free bonuses with each CV Template Pack

- **A FREE extract from The Secrets of Employment E-Book on Your Personality and Career Choice**
- **FREE BONUS A Free Covering Letter Template**
- **2nd FREE Bonus A Free CV Writing Secrets E-Book**

We have now added this additional **Third Free Bonus** the **Cover Letter Template Pack**

- **4 Cover Letter Templates**
- **12 Opening Lines**
- **16 Evidence Paragraphs**
- **6 Personalise your Letter Paragraphs**
- **11 Closing Statements**

Unlike the CV pack where you can copy and paste in a personal profile and job duties to your CV, requiring little or none editing. With the Covering Letter Template Pack

you need to edit the text and add in your own experiences to individualise and target the covering letter to each position you're applying for.

The paragraphs we have recorded are a guide for you to use, you will need to delete any XXX's and replace these with examples of your skills, qualities and experiences.

A covering letter is design to make your application look and sound professional, while highlighting your main key strengths, this is turn will intrigue the employer which means the employer will want to read your CV.

Use and edit as many of the paragraphs as you need, as a minimum take at least one paragraph from each section.

Finally Employment King would like to wish you the best of luck

Employment King

www.employmentking.co.uk

info@employmentking.co.uk

Your Life Your Career Your Future

Name

Address Line 1

Address Line 2

Address Line 3

Post Code

Date

Company Name

Company Address Line 1

Company Address Line 2

Company Address Line 3

Post Code

Job Ref: XXXX

Dear (Named Person)

Copy and paste text from the sections below

Yours faithfully (when writing to Dear Sir/Madam)

Signature

Print Name

Name
Address Line 1
Address Line 2
Address Line 3
Post Code

Date

Company Name
Company Address Line 1
Company Address Line 2
Company Address Line 3
Post Code

Job Ref: XXXX

Dear (Named Person)

Copy and paste text from the sections below

Yours faithfully (when writing to Dear Sir/Madam)

Signature

Print Name

Name

Address Line 1

Address Line 2

Address Line 3

Post Code

Job Ref: XXXX

Date

Company Name

Company Address Line 1

Company Address Line 2

Company Address Line 3

Post Code

Dear (Named Person)

Copy and paste text from the sections below

Yours faithfully (when writing to Dear Sir/Madam)

Signature

Print Name

Name

Address Line 1

Address Line 2

Address Line 3

Post Code

Date

Company Name

Company Address Line 1

Company Address Line 2

Company Address Line 3

Post Code

Job Ref: XXXX

Dear (Named Person)

Copy and paste text from the sections below

Yours faithfully (when writing to Dear Sir/Madam)

Signature

Print Name

To give your CV a professional image, start with your name and address, the date you are sending your application and the company name and address.

Address Line 1
Address Line 2
Address Line 3
Post Code

Date

Company Name
Company Address Line 1
Company Address Line 2
Company Address Line 3
Post Code

Job Ref: XXXX

Dear (Named Person)

Opening Line; For maximum benefit you need to open your covering letter with a strong opening line that will grab the employer's attention, encouraging them to read the rest of your application.

Summarise your CV and employment history in one line, while at the same time explaining what position you are applying for or why you are applying for the position, where possible remind the employer where you met;

Choose and edit from the following and copy and paste into a covering letter template of your choice.

It was a pleasure to meet you at the XXX conference last week; I was really intrigued about the new contract you have recently won. Further to your request I have enclosed my CV in application for the XXX position.

I am writing to apply for the XXX position within your company, as you can see from my enclosed CV I am a highly experienced XXXX with over 10 years experienced working in the XXX job sector.

Thank you for agreeing to meet me yesterday to discuss the XXX position. As you requested I have enclosed my CV and a list of relevant qualifications.

I have over 25 years experience working in the XXXX industry, I have a large caseload of clients who have confirmed they will continue to work with me in whichever company I choose to work for.

It was good to talk to you over the phone last week, as we discussed I have enclosed my CV to apply for the XXX position. I hold a XXX qualification and have 6 years experience working with XXXX

I have spent the last 12 years working for XXXX where I have been promoted to XXX position, I am know ready to take my next step up the career ladder and I am writing to you today to apply for the position as a XXXXX

I was glad to meet you last week at the XXX job fair, as we discussed I am an experienced XXXX looking to apply for the position as a XXX within your company.

As the XXX (position) of a leading XXX company, I know you understand the value of recruiting an experienced XXX who can deliver targets by set deadlines

I am very interested in talking to you about the XXXX position; I understand you are looking to recruit someone with a XXXX background, which I have. In addition I hold a XXX qualification and specialise in XXXX

I am writing to apply for the XXX position, I have previously worked for XXXX for the last 25 years, this position has taught me to XXXXXXXXX

With solid qualifications in XXXX sector, I am writing to apply for the advertised position as a XXXX within your company

I writing to enquire if you have any positions as a XXXX within your company

Record Your Evidence; the next section is to evidence that you have the skills, qualities or experiences you recorded above. You can add some meat to the bone, but remember don't record too much information. You should just be highlighting your greatest achievements, as the covering letter is designed to get the employer to WANT to read your CV.

Choose and edit from the paragraphs below to fit your own employment history, copy and paste this into your covering letter template.

My previous experiences and achievements include:

- **Doubling company profits year on year for the past three years**
- **Writing and winning 3 multi million pound tenders**
- **Reducing overhead cost by 33% over the last 2 financial years**

An experienced XXXX with expert knowledge on XXX, I am able to XXXX (skill) and XXX (quality) which has led to an increase in business and business leads. With a strong IT knowledge base I am to increase company awareness from internet marketing.

I have a XXXX background with a strong analytical approach to XXXX. I am able to quickly pick up new technologies' to save time and reduce overhead staff cost. My methodical approach ensures actions are completed without any errors.

Summary of Achievements:

- **Successfully manage to achieve top performing sales targets for 10 out of the last 12 months**
- **My excellent customer service skills has recently double the amount of returning customers**
- **I use innovative and create "out of the box" thinking to attract new customers**

As you can see from my current CV I am currently working for XXX as a XXXX. In this role I have been able to achieve XXXXXXXXXXXX by XXXXXXXXX

As you can see from my enclosed CV, while working at XXXX I had the opportunity to XXXXX. While in this role I was able to increase product awareness increasing sales and company profits.

My background in XXXX has given me the skills, knowledge and industry contacts to help you move your company forward. With great knowledge of products and internet marketing I am able to take an idea into production.

I am a consciousness person with an excellent work ethic I possess an excellent understanding of diversity and equal opportunities regulations. My experience as a XXX has taught me not to take people at face value.

As you can see from my enclosed CV I am an experienced XXXX with excellent people skills:

- **Increase company profits year on year by 20%**
- **Reduce company overheads by proactively XXXX**
- **Consolidate different apartments which resulted in XXXX**

My background spans 20 years of XXXXX, providing excellent customer service, meeting set targets and building long lasting business relationships. In all cases I have been consistently recognised by my line managers, for my strong contributions and professionalism.

Throughout my career I have recruited and developed top managers ensuring their strong leadership skills are passed down throughout the company, resulting in a strong team able to achieve the company objective

As a versatile XXX professional, I bring XXXX experience including XXXX and XXXX. I currently hold a wide range of industry qualification including a XXX certificate

While at XXXX my hands-on management style and strong people and negotiation skills enabled me to motivate my team to deadlines in a high pressured environment

My credentials include an XXX in XXXX from the university of XXX and 25 years as a XXXX professional. I wrote XXX book and 5 XXXX papers.

In addition I have worked for 5 leading industry companies including XXX, XXX and XXX. I have a strong reputation as someone who gains results quickly while working under pressure

I am experienced in working on multi-million pound contracts where I was directly responsible to XXX. My personal responsibility was to XXXXXXXX

Personalise the Letter; employers are all to aware that job candidates can download covering letter templates from the internet, to ensure your covering letter is unique, personalise it by adding a section on the reasons you would like to work in this particular organisation.

Choose and edit from the paragraphs below to show a personalised approach, again copy and paste into your covering letter template.

From researching your company, I was very impressed to find that you XXXXX, as is this is one of the aspects I was looking for in a company

I would like to congratulate you on winning a XXXX contract; I know there was high competition for this tender.

Finally, I would like to congratulate you, as I recently read in the local newspaper that you were awarded XXX award

I am looking to work for an organisation such as yours as I too value XXXX. I was very impressed to hear that you XXXX

I was impressed to hear that you are now opening your 35th branch in XXX, I am keen to work for an organisation which looks to the future and has a strategy to develop.

I am always keen to work for an organisation, like yours which hold a “quality” award and is keen on employees personal development.

To finish with; end your letter professionally by thanking the employer for taking their time to read your application. Like the interest section on a CV, this end paragraph will not alone secure you a job interview, but does give an all round opinion of you.

Choose and edit the most appropriate paragraph and copy and paste into your covering letter template:

Thank you for taking the time to read my application, I look forward to hearing from you in the near future

I appreciate you taking the time to consider me for this role and I look forward to receiving your reply

I possess excellent references and would enjoy the opportunity to discuss my experiences in more detail.

In case you do not have any suitable openings at the moment, I would be grateful if you would keep my CV on file for any future possibilities

Thank you for taking the time to consider this application and I look forward to hearing from you in the near future

Thank you for your time and consideration. I am available for interview from 1st July onwards, and look forward to taking the opportunity to talk with you further about my application and experiences

I would like the chance to put my energy, drive and enthusiasm to work for a company such as yours; I would like the opportunity to further discuss your requirements during a personal interview

If you feel your XXX department would benefit from recruiting someone with my skills and experiences, I would be happy to attend an interview or informal meeting.

Should you feel my CV would suit the position you are recruiting for, I would more than happy to attend an interview at a time convenient to yourself, please contact me at XXX

If you are seeking an expert in XXX please give me a call, so we can arrange an appropriate time for a job interview

Thank you for your consideration, I look forward to hearing from you soon

Yours sincerely (when writing to a named person)

Yours faithfully (when writing to Dear Sir/Madam)

Signature

Print Name

Final Thoughts

- Keep your covering letter on one page
- Use the same font (style and size) as that of your CV
- Keep the letter professional, short and to the point
- Record your main selling point
- And as we said at the beginning, gain a contact name to address the letter to
- REMEMBER this document is design as a guide for you to use to create an individual personalised covering letter. Once you have copied and pasted any statements you need to personalise them to your application.

Good Luck

Employment King

Your Life Your Career Your Future

www.employmentking.co.uk

info@employmentking.co.uk