**Smart Works Cover Letter Template**

[Your Name]

[Your Address]

[Employer Contact Name]

[Employer Name]

[Employer Address]

Date

Dear [Employer Contact Name][Sir/Madam]

Re: [Job Role]

**First Paragraph**

[*Set out why you are writing the letter* e.g - I am writing to you to express my interest in the (enter job role) with (enter company name). I found out about this role through my Work Coach at my local Job Centre]

**Second Paragraph**

[*Outline relevant experience and why you are right for the job -* Enter some information about what skills you can bring to the role you are applying for. You can get an idea of what the employer is looking for by reading the job description. Tell the employer about your work experience and qualities by writing a short personal statement here]

**Third Paragraph**

[*Wrap up the letter and express your enthusiasm e.g* I am interested in working for (enter company name) because this is an opportunity which will help me develop my skills in (written/verbal communication, etc) and begin my career in (care work/customer service etc)]

Yours sincerely

[*Your name*]

[*Your email*]

[*Your phone number*]