COVER LETTER

info@oliverecruit.co.uk

CANDIDATE TITLE

Contact Details (In this section, include your phone number and email address.)

1. Find out who reviews the job applications and address your letter to them. Use a common professional greeting like "Dear (First and Last Name)" or "Dear (Position Title).
2. In the first paragraph, mention the job title you're applying for and where you found the job listing. Show your interest in the role and the company to demonstrate that you've done your homework.
3. In the second paragraph, briefly highlight your relevant background, working history, and qualifications. Mention key achievements and skills, that make you a good fit for the job. Focus on one or two points and provide specific, examples of your success. To show that you have done your research read the job description and use keywords from the job description.
4. In the closing paragraph, share another key achievement or skill related to the job. Instead of repeating your resume, you can share a story or give an example that shows you're a good match for the role.
5. Conclude with a summary of why you're applying and why you'd be a great fit. Express your eagerness for a response about the next steps. In the end, sign off with your signature.

EXAMPLE
Oliver Thompson
Registered Manager
Oliver123@gmail.com

Dear Hiring Manager,
I'm writing to express my interest in the CQC Registered Manager position that I found on Indeed. My passion has always been managing residential care homes, and your company's mission to help elderly people living with dementia aligns closely with my values.

I bring five years of experience as a CQC Registered Manager in the healthcare sector. I hold an NVQ Level 5 in healthcare and a Registered Manager Award. Throughout the years, my focus has been on managing care homes and ensuring they comply with CQC regulations. I have experience with personalized care plans and writing and updating risk assessments.

Additionally, I have valuable experience in participating in CQC inspections and have successfully improved care home ratings from Good to Outstanding.

I believe I am a great fit for this role based on my work history and qualifications. I would love the opportunity to discuss how I can contribute to your team and learn more about the role and the company.

I look forward to hearing from you.
Kind regards,
Oliver