**College Leaver Cover Letter**

Address Line 1,

Address Line 2,

City,

Postcode.

Dear [INSERT HIRING MANAGER’S NAME or SIR/MADAME],

I am writing to express my interest in the [INSERT JOB TITLE] position currently advertised on

[INSERT WHERE YOU FOUND THE JOB AD]; please find attached a copy of my CV for your

consideration.

I have recently left school with A-Levels / Highers in [INSERT A-LEVEL SUBJECTS]. My work ethic is strong, and I have gained valuable workplace skills and experience during [LIST RELEVANT EXAMPLES OF ACCOMPLISHMENTS – SUCH AS SPORTS TEAMS, SCHOOL PROJECTS, SATURDAY JOBS, WORK EXPERIENCE]. These activities have given me [LIST SKILLS THESE ACCOMPLISHMENTS HAVE GIVEN YOU].

Having extensively researched your company, I was especially interested in [INSERT COMPANY ASPECT THAT ATTRACTED YOU]. I feel your business would be the ideal place for me to begin my career in this industry and I believe I can be an excellent addition to your team.

If you would like to get in touch to discuss my application or to arrange an interview, you can

contact me via [INSERT PHONE NUMBER OR EMAIL ADDRESS].

I look forward to hearing from you soon. Thank you for your time and consideration.

Yours sincerely

[INSERT NAME]