**Cover letter notes:**

Dear Sir or Madam,

 Please find attached my CV, references and certificates in reference to your vacancy for the position of …………………..

Read advert and confirm suitability for position.

For example;

If they are looking for a warehouse supervisor with experience of SAP with a current forklift certificate and clean licence.

You would write:

For the last 5 years I have run a busy warehouse using SAP, driving a counterbalance, and have a have clean driving licence.

Thank you for viewing my application I look forward to hearing from you.

Yours faithfully

Name

If you know the person’s name it is “yours sincerely”.