# How to complete the Cover Letter Template

A person wearing a white shirt

Description automatically generated

If you hate writing cover letters, we have created a standard cover letter template to impress future employers with, by including 5 sentences only.

* The template will require you to populate your personal information, date, company information and company, industry and years’ experience highlighted in yellow throughout the template.

Key Skills

* In the Key Skills section of the Cover Letter Template, you will need to review the job description for the position you are applying for and look for the main 5 key skills listed.
* List the 5 key skills from the job description as a key skill where stated. (Replace the wording key skill with your identified key skill)
* Type 1 sentence per skill of when you used that skill to meet a requirement. (where it states two-line bullet point here)

**\*\*Please remember to remove the bold, CAP letters and yellow colouring before submitting the Cover Letter.\*\***