# Home Group’s covering letter template.

Welcome to our covering letter template, where we’ve provided some helpful hints and tips on what to include. This will help you pull together information to support your CV so we can find out a little more about you and more importantly, help you get an interview for the role advertised.

It’s best to keep your covering letter to a maximum of one A4 page. Keep it professional, but don’t be afraid to let your brilliant personality shine through; we want you to be yourself and we welcome everyone.

Good luck and we look forward to receiving your application.

Name

Full postal address

Enter your telephone number

Enter your email address

Dear Sir/Madam, or add in the full name of the person you’re writing to if you know this.

Enter the job title and the job reference number

**Why I’m the person for the role**

It's important to highlight your experience, skills and knowledge which makes you brilliant and the right candidate for our role. Provide examples here to show how you meet the criteria we are looking for based on the job description.

Also include any education and professional qualifications/development that are relevant, as well as transferable skills you possess, such as organisation, planning, time management etc.

If you are looking to take the next step up the career ladder, then you could also let us know this too and how joining us will fit into your plans.

**How I live Home Group’s values every day**

We live and breath our four key values every day so that we can provide a great service to our customers and deliver on our promises. To be successful with us you’ll need to be;

* Accountable (don’t pass the buck – own it!)
* Commercial (spending wisely and working creatively)
* Caring (looking after one another)
* Energised (having a positive, can-do approach)

Tell us what our values mean to you, and include an example for each which shows how you also live them everyday.

Don’t be afraid to make this letter personal to you, using a little humour and showcasing the real you as that’s what’s really important to us.

Yours faithfully,

Insert your name here