

Covering Letter Content

Use the following format as a guide for your letter.

Address the letter to a specific person, even if this means you need to ring the company to find out who receives the letter.

Paragraph 1:

Tell them why you are writing e.g.: 'I would like to apply for the position of...'

Outline how you heard about the opportunity

List the documents you have enclosed (such as your CV)

Paragraph 2:

Why you are interested in the role *and* the organisation.

Demonstrate research into the company.

Discuss how the opportunity fits into your career plans if appropriate.

Paragraph 3 and 4:

Highlight your key skills and experiences. Relate these to the job for which you are applying. Use the Job Description to help you pick out key skills the employer is looking for.

Highlight your biggest achievements. Relate these to the job for which you are applying.

Paragraph 5:

Outline when you will be available for interview.

State that you look forward to hearing from them.

End the letter 'Yours Sincerely', as you will have addressed the person by name. (See above).

Example covering letter

Victoria Smith
75 New Road
Maltby
Rotherham
S66 1MA
kvsmith@email.com

Put your address in the top right corner

Mr A Smith
HR Manager
TM Retail Ltd
123 Tritton Road
Rotherham
S65 2EW

Put the employers address underneath yours but on the left.

10th September 2013

Date and Job Reference number (if applicable) and job title.

Ref: ST123 Part-time Shop Assistant

Why you are writing

Dear Mr Smith,

Where you saw the job advertised

I would like to apply for the above position which I saw advertised in the Rotherham Advertiser. I have enclosed a copy of my CV and would be grateful if you would consider my application.

The documents you have enclosed.

I am interested in this role as I enjoy helping people and have an interest in fashion. I would like to work for TM Retail Ltd as it is one of the largest retail outlets in Rotherham and I am keen to work for a fashion retailer with an exciting range of clothes for all age groups.

Why you want to work for the company and what you know about them.

I am currently studying A Levels at Maltby Academy Sixth form and am looking for part time work to fit in with my studies. I am extremely interested in the position as I enjoy working with people and have previous experience of working in a customer service role. I am highly numerate, computer literate and am able to learn and adapt quickly to new tasks. Last year I won an award for spelling at my school.

Highlight your key skills and achievements, linking them to the job for which you are applying.

Thank you for considering my application. I would be grateful for the opportunity to discuss the position further and am available for interview at your convenience.

Yours sincerely

Outline when you are available
for interview.

Victoria Smith