

COMPANY NAME

Address

Email/Phone number

JOANNE BLOGGS

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Date

Dear Sir/Madam (find out the person's name)

Opening: Mention the job you are applying for, where did you find it and advise that you are enclosing your CV.

Eg: I wish to apply for the position of _____ with _____ as advertised on www_____. I have attached my Curriculum Vitae for your information.

Sales Pitch: Why are you applying for the job? Demonstrate how your skills match the job description. Make a brief reference to any skills or achievements which might be of interest. This should be a maximum of one or two paragraphs – do not try to squash all the information from your CV into your covering letter.

Eg: I have _____ years' experience as a receptionist at a busy community centre as well as a QQI Level 5 in _____. I also have _____ years' experience delivering customer service in a retail sales environment. I would be a great representative of your company always and I build an instant rapport with whomever I meet which would ensure repeat business. I have proven proficiency with computers and would have no problem fulfilling all the duties in your job description. I have good attention to detail and will be meticulous with all your records as well as financial transactions.

Research: Demonstrate you have researched the company. Why do you want to apply for this company?

Eg: I would particularly like to work as a _____ in your company. Your company is my top choice and I believe I would be a valuable addition to your _____ team. I have strong skills in _____ and experience in _____ and I am also committed and respecting the same values of _____. I feel I can bring my passion for work and be an asset.

Positive statement: Indicate what you would like to happen next.

Eg. Thank you for the time to review my application. I am available to attend the interview at your convenience and I am available to start immediately. I look forward to hearing from you in the future.

Sincerely,

Joanne Bloggs