

Company Name and Address

Own name and address

Date

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

**Opening: Mention the job you are applying for, where did you see 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 Fetac 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,*

*John Doe*