

Guidance notes on how to write a Covering letter/email.

EXAMPLE 1: Covering letter to be used (with a CV) when applying for a **specific job vacancy** (replying to an advert in a newspaper/ job sites/ company websites/ etc).

EXAMPLE 2: Covering letter to be used (with a CV) when applying speculatively* for a job or work experience. (* I.E. A general enquiry about possible vacancies)

These can be adapted to be a 'covering email' if sending your CV electronically. In this case omit your address/telephone/date and the company address from the top of the email, but do include your telephone number underneath your name. Include the job title in the subject of email.

Covering letter example 1:

Your full address

Xxxx

Email

Telephone

Date

Named person in Company

Job Title

Company address

Xxxx

Dear Sir/Madam or ideally Mr/Mrs/Miss Named Person *(as detailed in the advert)*

(First sentence should include job title and when/where the vacancy was advertised, followed by a brief statement about your motivation for the role)

I would like to apply for the position of XXXXXXX as advertised in the Ripon Gazette on 3rd October 2012. I am particularly interested in this vacancy as I have a genuine commitment to entering a career in the xxxxx sector (EG. Retail/Financial Services/Motor Vehicle/Hairdressing/Catering etc.)

(Next paragraph should highlight details that make you particularly suitable for the job. Read the company website and vacancy in detail. Ideally obtain a copy of the job description/person specification. Briefly highlight how you match their requirements. Remember: tell them about what you can offer NOT your weaknesses!)

I have enclosed my CV for your consideration. Throughout my school life (and/or part time work/voluntary work/extra-curricular activities) I have demonstrated reliability, good team working and communication skills. Also, I have particularly enjoyed studying xxxxx subject(s). My xxxx xx skills (e.g. IT skills/essay writing skills/scientific knowledge/ fieldwork experience/artistic skills/numerical skills etc) provide me with an excellent background for this position.

(Closing paragraph to reinforce your enthusiasm and anything else that you particularly want to mention)

I would be delighted to have the opportunity to meet you to discuss my skills, experience and suitability for this role.

Yours faithfully *(if addressed to Sir/Madam)*

Yours sincerely *(if addressed to a named person)*

(Sign by hand and type your name underneath)

Miss J Smith

Covering letter example 2:

Your full address

Xxxx

Xxxxx

Email

Telephone

Date

Named person in Company

Job Title

Company address

Xxxx

Xxxx

Dear Sir/Madam or ideally Mr/Mrs/Miss Named Person

(The first paragraph should introduce you and detail the type of job or work experience you are seeking.)

I am currently studying A levels at St Aidans and St John Fisher Associated Sixth Form. I am writing to enquire about (*where appropriate add part-time/weekend*) employment opportunities within your company. *If applying for a full time position add* I will be available for work from xxxxx date. I have a genuine interest in the XXXXXXXX sector (*EG. Retail/Financial Services/Motor Vehicle/Hairdressing/Hospitality/Estate Agency etc.*) and now seek an opportunity to *gain relevant work experience/ gain an opening in this career area/ embark on a traineeship(add whichever is appropriate for you)*.

(Next paragraph should highlight details that make you particularly suitable for a position in this business sector. Read the company website and careers literature relating to that area of employment. Briefly highlight how your skills would be relevant.

I have enclosed my CV for your consideration. Throughout my school life (and/or part time work/voluntary work/extra-curricular activities) I have demonstrated reliability, good team working and communication skills. Also I have particularly enjoyed studying xxxxx subject(s). My xxxx xx skills (e.g. IT skills/essay writing skills/scientific knowledge/ fieldwork experience/artistic skills/numerical skills etc) provide a useful background for this career area.

(Closing paragraph to reinforce your enthusiasm and anything else that you particularly want to mention)

I look forward to an opportunity to meeting you to discuss my skills, motivation and suitability for any vacancies currently available.

Yours faithfully (*if addressed to Sir/Madam*)

Yours sincerely (*if addressed to a named person*)

(Sign by hand and type your name underneath)

Miss J Smith