



COVERING LETTERS

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Guidelines

- Keep the letter on one side of A4 paper, if possible unless they ask for a handwritten letter. Use decent quality paper and envelopes.
- Write to a named person if you can. If you start letter with Sir/Madam end with yours faithfully. If you start with Mr Smith then end with yours sincerely.
- BE POSITIVE, SELL YOURSELF AND YOUR SKILLS.
- Keep a copy of the letter and follow up on any applications sent.

Information to include

- Be clear which job you are applying for and mention where you saw/heard about the advert with any reference number quoted
- Underline the skills in the advert and make sure you have shown you have them in your letter.
- Be positive and emphasise why you are perfect for the job.
- Enclose your CV; make sure you have double checked your spelling and grammar before sending the letter.
- **Finally – make sure your application arrives on time. If it arrives late it might not even be considered and you will have wasted your time.**

Applying for an Advertised Vacancy

If you want to apply for an advertised job and are asked to apply in writing, have a look at this example. It shows the advertisement, the points to look for and a suggested letter

Health Care Clinic

Receptionist required for busy clinic.

37 hours a week – Monday to Friday

**Excellent customer care, telephone manner,
and keyboards skills essential.**

Experience preferred but full training will be given.

Apply in writing to Mrs Joan Knight, Practice Manager

Health Clinic, 100 High Street, Lowdown, BN11 1TV

What to look for – read between the lines

- The Company – Health Care Clinic
- Job Title – Receptionist
- Qualifications/experience – keyboard skills, customer care and telephone manner
- Pay – no rate given – confirm
- Hours – 37 per week – Monday to Friday
- Method of application – apply in writing
- Where and when advertised – local paper/date
- Closing date – no closing date

The letter

Your address
Phone number
Date

Mrs Joan Knight
Practice Manager
Health Care Clinic
100 High Street
Lowdown BN11 1TV

Dear Mrs Knight

I would like to apply for the position of receptionist which was advertised in today's Evening Argus. (1)

For the past three years I have worked as a receptionist/clerk at the Highdown Surgery in Hove.

My present job involves general reception duties in person and by telephone. I also:

- Book appointments
- Input data onto the database
- Type letters and memos etc.
- Deal with incoming/outgoing mail (2)

Before this job I was a trainee with Brights (solicitors) in North Street and completed training in MS Word, Excel, PowerPoint and Access at Downton College.

I have always enjoyed working with people and think my previous experience will enable me to work successfully and effectively as part of your team.

I am available for interview and could start work as soon as I have completed my notice period with my present employers (two weeks). References are available from my present and previous employers. (3)

Please find enclosed copy of my CV for your further information. I look forward to hearing from you (4)

Yours sincerely

Anne Jones
CV enclosed

Notes

1. Explains purpose of letter
2. Outlines skills, experience and enthusiasm for vacancy
3. States when available for interview
4. Summarises with inclusion of CV and ends on a positive note

SPECULATIVE LETTER

12 Ring Road
Shoreham by Sea
West Sussex
BN43 1AB
Tel: 01273 123456
Email: simon.brown@internet.com
30th April 2003

Mr Andrew Jones
12 Roman Road
Harrows
Worthing
West Sussex
BN11 1BC

Dear Mr Jones

After reading your article in the Daily News this morning, I which, you were complaining about the quality of canteen sandwiches, I see that your company is experiencing a problem that can be solved.

As a specialist sandwich maker of an advanced standard, I feel I am in a position to raise the standard of your canteen sandwiches and I would bring with me the following attributes:

- Proven experience in sandwich production
- Expertise in the production of large quantities at short notice
- Track record of servicing contracts for sandwiches within the community.

I have attached a copy of my CV and would appreciate the opportunity to discuss this further. I will contact your office later this week to make an appointment.

Yours sincerely

Simon Brown

CV attached