Building My Skills 2019/20

**Covering Letter Template**

**Example of a Cover Letter**

[Your Name]

[Your Address]

[Your Postcode]

[Your Mobile Number]

[Employer/Recruiters Name]

[Organisation Address]

[Organisation Postcode]

[Date]

Dear [Employer/Recruiter named on advertisement],

I am writing with reference to the position of a part-time stock controller which I saw advertised on your website on [date].

I am due to leave school in [Month / Year] after taking my GCSE’s and intend to go to college to study A-Levels.

This position would be an ideal job for me as I am able to work every evening after 4pm as well as weekends. I am a very hard worker, enthusiastic, organised and would enjoy the challenge that this role would give me. Furthermore, I enjoy working as part of a team, ensuring all tasks are completed on time. I am interested in gaining further training as mentioned in the advertisement.

I enclose my CV and look forward to hearing from you. I am available for interview at any time.

Yours sincerely,

[Signature]

[Your full name]

**Hints/Tips**

* Include the name of the employer/recruiter if known, otherwise begin with ‘Dear Sir/Madam’.
* Say which position you are applying for and where you saw it advertised.
* Discuss your current position and any work experience you have undertaken which is relevant to the position are applying for.
* Outline the skills you have which are relevant the job you are applying for. Emphasise your enthusiasm and why you are suitable.
* If you start with the name of the person, end with ‘Yours sincerely’.
* If you start with ‘Dear Sir/Madam’, end with ‘Yours faithfully’.
* Sign the letter above your name.