

Always send a covering letter with a CV or application form. It's another chance to sell yourself by saying why you want the job and what you can offer the company. Read the advert carefully and highlight how you meet the skills and qualifications that the employer is looking for - but don't just repeat what's on your CV. And don't forget that you probably have many skills that employers are looking for, even if you haven't got lots of academic qualifications. Think about the other skills you have gained at school, in clubs, through part-time work or as a volunteer (e.g. teamwork, leadership, communication, ICT, customer service, etc.).

## Here are a few guidelines to follow:

- Word process the letter on white A4 paper, and use a clear font (such as Arial).
- If a handwritten letter is asked for, use black ink on unlined paper.
- Always check your spelling and grammar (don't rely on the spell check).
- Try to keep it to three or four paragraphs.
- Say which job you are applying for (quoting any reference numbers) and where you saw it advertised.
- If you are writing to a person by name, end the letter with 'Yours sincerely'. If you start a letter with 'Dear Madam/Sir', end it with 'Yours faithfully'.
- Sign the letter and keep a copy.

## Example covering letters

This fact sheet shows two job adverts, and an example of a covering letter that could be sent when applying for each job. Notice how each covering letter refers to the information provided in the advert. You will need to use your own words and make your covering letter relevant to the job you are applying for (but always tell the truth).

### Example 1

#### Advert

**Job Title:** Trainee Warehouse Person.

**Qualifications:** No formal qualifications required.

**Job Description:** The main duties will include picking and packing orders for the domestic and European market, loading and unloading containers, carrying out stock checks, organising transport and assisting the Warehouse Manager with all other daily tasks within the warehouse.

**Wages and hours:** Minimum wage. Up to 40 hours per week. 8.30-5.30 (1 hour lunch break).

**Training:** In-house training.

**How to apply:** Send your CV and covering letter to Mr Lee, The Store Factory, Knotford, Southshire ZX01 3ZZ, quoting reference TWP98765.

#### Covering letter

[Your address]  
[Your phone number]

Mr Lee  
The Store Factory  
Knotford  
Southshire ZX01 3ZZ

[Date]

Dear Mr Lee

I am applying for the position of Trainee Warehouse Person (ref: TWP98765), as advertised in the East Anglian Daily Times on the 28th August.

I have recently finished school and I am looking for full-time employment. I would like to work in a warehouse because I have done similar work and really enjoyed it. During the summer I worked for a local business checking stock, weighing goods into bags and helping to load and unload deliveries.

I am reliable, honest and hard-working. I am very good at following instructions and I pay attention to detail.

I have enclosed my CV, and I look forward to hearing from you.

Yours sincerely

**[Your signature]**

[Your name]

## Example 2

### Advert

**Job Title:** Trainee Accountant

**Qualifications:** Applicants should have/expect to have at least 2 A levels at grade C or above (or equivalent) including maths.

**Job description:** Performing technical and administrative accounting duties to support more senior staff in providing an excellent service to clients. Areas of work may include audit, accounts and tax.

**Wages and hours:** £10,500 per annum on starting. Mon - Fri, 8.45am - 5.15pm with one hour lunch.

**Training:** To study for the Association of Accounting Technicians (AAT) by block release. Apprenticeship agreement with Jones Accountants and the Learning and Skills Council (LSC) Suffolk, providing a formal training programme that includes key skills.

**How to apply:** Send your CV and a covering letter to Mrs W. Jones, Jones Accountants, 17 Causeway Road, Knotford, Southshire ZX01 2AB (quoting ref: TA12345).

### Covering letter

[Your address]

[Your phone number]

Mrs W. Jones  
Jones Accountants  
17 Causeway Road  
Knotford  
Southshire ZX01 7EF

[Date]

Dear Mrs Jones

I am applying for the position of Trainee Accountant (ref: TA12345), as advertised in the Suffolk Free Press on the 23rd July.

I have recently finished sixth form, and I am very interested in pursuing a career in accountancy. I enjoy working with figures and exploring the financial side of business, which is why I chose to study maths and applied business at A level. My predicted grades for the three A levels I studied are all grade C or above.

I am keen to continue learning while working, and would be happy to make a commitment to study for AAT qualifications.

For the last two years I have also had a part-time job at Summertown stores in Knotford, where I am employed as an office administrator. This job has equipped me with a number of skills which will help me to support your staff in providing an excellent service to customers.

I have enclosed my CV as requested, and I look forward to hearing from you.

Yours sincerely

[Your signature]

[Your name]

### Free vacancy service

Register with our free vacancy service to be sent details of suitable jobs by text or email. To register, simply visit your nearest Youth & Connexions centre or call **01473 260174/260184**. You can also apply for jobs 24/7 at [www.thesource.me.uk/jobs4u](http://www.thesource.me.uk/jobs4u)

Don't forget that Connexions advisers can give you more help if you need it (e.g. writing a CV and preparing for interviews). They can also give you information about Apprenticeships, training and returning to education. More information on training and courses in Suffolk can be found at [www.future4me.org.uk](http://www.future4me.org.uk)

### Youth & Connexions Service drop-in centres

43 St Andrews Street South, BURY ST EDMUNDS IP33 3PH

Infobar, 37 - 43 Fore Street, IPSWICH IP4 1JL

Opportunity House, 35 - 37 London Road North, LOWESTOFT NR32 1BH

The Cangle, HAVERHILL CB9 9PF (Open Mon - Wed, 10 - 12 midday and 1pm - 3pm)

Phone: 01284 768493

Phone: 01473 341800

Phone: 01502 508680

Phone: 01440 765050

**More work-related factsheets and leaflets can be downloaded from [www.thesource.me.uk/jobs4u](http://www.thesource.me.uk/jobs4u)**