

# Applying for a job

## Example of a cover email

PUT THE JOB TITLE  
IN THE SUBJECT BOX  
OF THE EMAIL



**Vacancy for Customer Assistant**

Dear Mrs Jones (or Dear Hiring Manager if you don't know the name)

I am writing to apply for the position of Customer Assistant, as advertised on your website. I am a hard-working Year 10 student and I believe I will be able to fill this role with energy and enthusiasm.

I am a frequent visitor to your store and I am always pleased with the level of service you provide to your customers. I would love the opportunity to work in such a great environment.

As you will see from my CV, I have taken part in school and community events that have helped me to develop my communication and team working skills.

I have also completed the bronze medal on the Duke of Edinburgh programme and volunteer at my local library.

Thank you for considering my application and I look forward to hearing from you.

Yours sincerely

Jack Smith

jack.smith@googlemail.com

06214 989898

DON'T FORGET YOUR  
CONTACT DETAILS

