

Applying for a job

Example of a cover letter

PUT YOUR ADDRESS ON THE RIGHT HAND SIDE AND THE EMPLOYER ON THE LEFT

Jack Smith
123 Street Lane
Douglas
Isle of Man
IM1 2QB

06214 989898

DATE GOES HERE

Mrs Jones
Company Name
123 Lane Street
Douglas
Isle of Man

INTRODUCE YOURSELF AND THE ROLE YOU ARE APPLYING FOR

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 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

DON'T FORGET TO THANK THE READER AND SIGN OFF WITH 'YOURS SINCERELY' IF YOU KNOW THE NAME OF THE PERSON OR 'YOURS FAITHFULLY' IF YOU DON'T