

Writing a Cover Letter

When you apply for a vacancy, work experience or course it is expected that you will also include a cover letter which introduces yourself and is specific to the post/ vacancy you are applying for.

This can be amended for different jobs and used for your work experience letter as well.

The cover letter does not have to be very long but it must be personal to you and should include the following elements.

Introduction

This is usually Dear Sir/ Madam unless you know the name of the person to whom you are writing. If you find out about a vacancy it is worth ringing up the college/ employer just to ask who to send the letter to. This avoids your letter getting lost.

The post/ course you are applying for

You must state precisely which job you are applying for – the hours/ days or the course number and title. Big companies like McDonalds and Tesco have many vacancies at any one time and if you are not specific they will bin your letter.

For work experience you must state that you are interested in doing a week long work experience from June 25 - June 29 2012.

Where you say the post advertised

This also helps to identify the actual post you have applied for. Not relevant to work experience letter.

Why you are interested in this post

Even if you don't want to work in a particular shop or fast food outlet you can say that you want to work in a vibrant atmosphere or in a company which has a good reputation for promoting and bringing the best out of their staff or they have good 'green' credentials. You can make something relevant up here – see the example letters. If you are applying for work experience you must state a reason why you want to spend a week with the firm/ employer.

What skills and qualities you bring to the post

Go back to your CV – look at the profile you wrote and use this to add in some relevant qualities. You must state that you are currently in Year 10 at Sprowston High School.

Where can the company contact you?

You must state when you are available such as:

Please contact me via email or on the home phone number after 4pm

Signing off

This is where you should say something like:

'Thank you for considering my application'

'Yours Sincerely' (if you wrote Dear Sir/ Madam at the start)

Or 'Yours Faithfully' (if you wrote to a named person)