



Covering letters are your first sales pitch to a potential employer. Employers receive hundreds of CVs and covering letters from people who are applying for the job you want. Your goal is to stand out from the other candidates.

A good covering letter introduces you to the employer and explains why you are one of the best candidates applying for the job.

This is just a guide - don't use it as a template.

## Example

Dear Mr Brown,

I am writing to enquire if you have any vacancies in your company. I enclose my CV for your information.

As you can see, I have had extensive vacation work experience in office environments, the retail sector and service industries, giving me varied skills and the ability to work with many different types of people. I believe I could fit easily into your team.

I am a conscientious person who works hard and pays attention to detail. I'm flexible, quick to pick up new skills and eager to learn from others. I also have lots of ideas and enthusiasm. I'm keen to work for a company with a great reputation and high profile like [insert company name].

I have excellent references and would be delighted to discuss any possible vacancy with you at your convenience. In case you do not have any suitable openings at the moment, I would be grateful if you would keep my CV on file for any future possibilities.

Yours sincerely

Pay attention to to your Grammar and Spelling!