



Example of a covering letter for the following position (also see CV example)

Cover letter

Trainee administrator needed for busy estate agency. Must like dealing with people and have basic computer skills. English and Maths GCSEs at C or above are desirable. Good promotion prospects. Apply to Mrs Hicks, Office Manager. Please include your CV.

42 Garden Court
Hatfield
Hertfordshire
HA2 5DS

Mrs Hicks, Office Manager
Best Homes Estate Agency
100 High Street
St Albans AL5 5JX

4 September 2009

Dear Mrs Hicks,

Trainee administrator vacancy

I would like to apply for the above vacancy, which I saw advertised in Hatfield Connexions Centre.

I feel I would be a valuable member of your team because I enjoy working with members of the public. Currently, I am working part time at Value Supermarket and have had experience of dealing with all types of people. I also enjoy computer work – I am about to start a short course in the evenings to improve my skills.

I am punctual, hard working and eager to learn. Eventually, I would like to train as an estate agent.

At school I gained 9 GCSEs including Maths and English at grade C.

My CV is enclosed, as requested. I am available for an interview at any time and look forward to hearing from you.

Yours sincerely,

Chris Jones

Chris Jones

connexions

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