

EXAMPLE COVER LETTER

John Smith
The Cottage
Main Road
Onchan
IM3 1AX

Most advertised jobs will have an individual reference number. Make sure you include it, **bold** or underlined

28th March 2020

William Jones Advocates
80 Athol Street
Douglas
Isle of Man
IM1 1LA

Address your letter to an individual rather than Dear Sir / Madam. If you don't know who to write to, phone up and ask. Also say where you saw the job advertised.

Ref: 007 (Office Junior)

Dear Mr Jones

I am writing to apply for the position of office junior advertised at the Isle of Man job centre on April 2nd 2020.

Tell the employer why you are right for the job. Emphasise your qualifications, skills or previous experience relevant to the job.

After achieving 5 GCSEs Grade A-C at school, I studied for the BTEC National Diploma in IT at UCM where I gained familiarity with Microsoft Office applications. I am keen to gain employment with a law firm and feel I have some understanding of the work of an advocate. As you will see from my CV, I spent two weeks on work experience with Cubbon and Kermeen where I was involved in answering the telephone, filing information and word processing.

I am literate and numerate and able to communicate well with a wide range of people having achieved good results in both maths and English at school. I work well in a team and at college I was involved in a variety of group projects. I am flexible enthusiastic and keen to learn. I feel I have the right combination of academic and personal skills to succeed in an advocates practice and will undertake any training necessary.

Emphasise your enthusiasm for the job. Highlight the key skills which are relevant to this role. Provide examples of your key employability skills.

I am available for interview at any time and can start work immediately. I look forward to hearing from you.

Yours sincerely

Letters addressed to an individual should end 'Yours sincerely'. If you have to write 'Dear Sir / Madam' you should end 'Yours faithfully'

John Smith

If you are posting your letter to employer don't forget to sign here. Sometimes, Employers will advertise jobs online or ask you to forward your CV by e-mail. In this case an e-mail will act as a covering letter. Keep the email cover letter as business like as possible.