

# Examples of cover letters

## Example Cover letter in response to this advert:

### OFFICE ASSISTANT

Are you enthusiastic, neat and articulate? Do you have a good telephone manner? We are looking for an assistant to help with general office tasks and deal with correspondence.

Full training given. Suitable for school leaver. Apply with CV to:

Mr Brown, The Office, 1 Street Road, Bracknell, RG12 ZZZ.

Jack Jones  
1 Reliable Road  
Bracknell  
RG12 XXX  
Tel: 01234 654XXX  
[JJones@hotmail.co.uk](mailto:JJones@hotmail.co.uk)

DATE

Mr Brown  
The Office  
1 Street Road  
Bracknell  
RG12 ZZZ

Dear Mr Brown,

I am very interested in the office assistant vacancy which was advertised in this week's Bracknell News and would like to apply for this position.

I have recently left school having completed my GCSEs and would like to find employment in an office environment where I can undertake further training. Although I have not been in full-time employment in an office before, I did undertake my work experience placement as an office assistant and received very positive feedback from my supervisors. I have also been working part-time for the local newsagents for the past year where I have developed good transferable skills.

Please find enclosed a copy of my CV which, I feel, shows that I am a suitable candidate for this position.

I look forward to hearing from you.

Yours sincerely,

*(sign your name here)*

Jack Jones

## Example Cover letter in response to this advert:

### Customer Service Representative

We are seeking a young person to train in this interesting post. The job involves dealing with customer queries, quoting prices and inputting data. The ability to deal with other companies and customers is vital. Previous experience in this type of work would be an advantage: Apply with CV to:, The Office, 1 Street Road, Bracknell, RG12 ZZZ.

Jack Jones  
1 Reliable Road  
Bracknell  
RG12 XXX  
Tel: 01234 654321

18 October 2013

Human Resources Officer  
The Office  
1 Street Road  
Bracknell  
RG12 ZZZ

Dear Sir /Madam,

I would like to apply for the Customer Service Representative post advertised in the Wokingham Times this week.

I am currently working for Broom and Bucket as an Administrative Assistant and am keen to build on the skills and knowledge I have gained. I am a hard-working, motivated person with a dedicated approach to work. In my current role I have also gained experience in the following:

- Dealing with customers
- Liaising with other departments
- Communicating effectively with others
- Using Microsoft Office software
- Keeping calm under pressure
- Prioritising workloads

Please find enclosed a copy of my CV which, I feel, highlights the skills I have that match your requirements.

I look forward to hearing from you.

Yours faithfully,

*(Sign your name here)*

Jack Jones