



COVERING LETTER

TEMPLATE

1st Paragraph

- Job applying for
- Where seen advert
- When available to start

2nd Paragraph

- Why interested
- Why that company

3rd Paragraph

- Strengths
- Competencies and skills in relation to that job

4th Paragraph

- Thank them and express interest

SUGGESTED LETTER

Dear Mr Smith

My name is Helen and I am writing in response to the advertisement I saw in the Wells Journal on Thursday 21st September for waiting staff. I am currently studying for my A levels and therefore I am available every Saturday as the advert states.

I am extremely interested in this position as I have 6 months previous waitressing experience as my CV indicates and I also have 3 month bar experience. I am interested in working for your hotel as I have read great reviews and my parents dine quite often at your restaurant.

I am an extremely out going, well presented and bubbly 18year old and I feel I would be a great asset to your company. I am available for interview after college or in the evening and I would be delighted to have an opportunity to let you know in person what I feel I could bring to your hotel.

I am a quick learner with alot to offer, I look forward to hearing from you

Yours Sincerely
