**Cover Letter Guide**

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| Parts of a Cover Letter | Sample Letter |
| **Heading** | Your address  Postcode  Telephone details  Today’s Date |
| **Employers Address** | Employers Name  Job Title  Business Address  Postcode |
| **Salutation** | Dear (Mr, Mrs, Ms) Use the name of the person that will read the letter |
| **Introductory Paragraph**  **Tell why you are writing** | As per your advertisement in the Bangor Daily News, I have enclosed my CV for the position as Receptionist |
| **1st Main Paragraph** | I have two years of prior work experience as a receptionist with ABC Telecommunications. My work here has involved answering ten incoming lines and greeting customers in a fast paced office setting. I have also been responsible for all incoming and outgoing mail, as well as purchase orders. I am very detail orientated and able to handle multiple tasks simultaneously. |
| **2nd Main Paragraph** | I am currently completing an Associate Degree in Executive Administration at Northern Maine Technical College. In completing this program, I have gained valuable experience in several computer programs including Microsoft Word, Excel and Access. Additionally, my training has provided me with the skills to reach my goal of office management |
| **Closing Paragraph** | I thank you for your time and consideration of my application and I look forward to hearing from you in the near future. |
| **Complimentary Close** | Sincerely |
| **Signature** | 5 returns |



Covering Letters

Your address

Post Code

Contact Number

Date Name and/or Department

Company Address

Postcode

Dear Sir or Madam/ Mr, Miss, Mrs, Ms.

The first paragraph is to draw the reader’s attention to your letter. It should state why you are writing, e.g. ‘... in response to your recent advertisement for a clerical assistant, please find enclosed my completed application form.’ You will need to quote any reference numbers, or possibly state when and where you found out about the vacancy if it was not from an advertisement.

The second paragraph is where you highlight your skills and experience relevant to the type of abilities sought, or inserting the information that might have been requested in the advertisement. Again keep it ‘punchy’ and interesting and do not waffle; all the details will be on your enclosed application for or CV.

Your third and final paragraph is where you make a polite closure. Inform the reader where you may be contacted and perhaps highlight that you are available for interview at any time convenient for them. You may also lay the path for a follow up, something along the lines of ‘I will telephone you in approximately one week to ensure that you have received my application. Thank them for their time.

Yours faithfully/sincerely

Signature

Print name under signature

Sample Cover Letter

36 Treetop Walk

Northwich

Cheshire

CW9 5LY

Mrs. S Barker

Cheshire West and Chester Council

Work Zone

Manchester Road

Northwich

Cheshire

CW9 5LY

Dear Mrs Barker,

I write in reference to the vacancy as Administration Support Officer as per your advert in the Northwich Guardian. I am familiar with Cheshire West and Chester reputation and recent growth and I am confident that my skills and qualifications will benefit your company.

I am eager to utilise my excellent administration skills and work well under pressure and to tight deadlines. I have proficient knowledge of the Microsoft packages and have produced PowerPoint Presentation for my Senior Officer. I have excellent communications skills both verbally and written and enjoy working in a face paced office environment.

I have attached a copy of my CV and would like to thank you for your time in considering my application. I can be contacted on the number above and am available for an interview at your earliest convenience.

Yours Sincerely

Maude Flanders