

Covering Letters

ASKING FOR INFORMATION

Dear Mr O'Connor

Please can you forward your current College Prospectus and any further information on NVQ courses in catering to me at the above address.

Thank you for your help.

Yours sincerely

Bryn Gunnarsson

SUBMITTING AN APPLICATION FORM

Dear Miss Oulare

I would like to apply for a place on the Art and Design Foundation Studies Diploma Level 3 course.

I am particularly keen to work in a commercial art department and gain appropriate vocational qualifications.

I enclose my application form and would be pleased to attend an interview to show my portfolio if invited to do so.

Yours sincerely

Neil Cutle

INTRODUCING YOUR CV

Dear Mrs Vandeurzen,

I would like to apply for the post of trainee accounts clerk as advertised in the Mercury last Friday.

I am particularly keen to work in an accounts department and would like to gain further qualifications. As you can see from my CV, I have good numeracy skills and recently undertook work experience at Sutton and Co. Accountants. I can work independently or as part of a team. I work with speed and accuracy and am patient.

I enclose my CV and would be pleased to attend an interview at any time.

Yours sincerely

Chris Iwelumo

REMEMBER

- Always send a covering letter with a CV
- Briefly emphasise your strong points
These are the skills, achievements, work experience and qualities that draw attention to what you, as an individual, have to offer the employer.
- You can repeat some of the information given in your CV (use phrases such as "As you can see from my CV, ...") but keep the letter **short** (one side of A4 only) and **to the point**.