



Covering Letter

A covering letter allows you to summarise and highlight to the employer the aspects of your CV that are relevant to the job you are applying for. It allows employers to see quickly why they should invite you to interview.

Here are some pointers to help you prepare an effective covering letter for each job you apply to.

- Read the job advertisement carefully and identify what skills and experience they are looking for.
- Look over your CV and think about your previous experiences. Which skills and experience, which you have gained, are “transferable” to this job? *For example* – being a parent involves considerable organisational skills, working as a shop assistant gives you customer service skills.
- If the information is not included in the job advert, ring the company and ask them for the full name and job title of the person you should send your application to. Address your covering letter to this person.
- The Covering Letter should be in the same font and on the same type of paper as the Curriculum Vitae.
- Suggested content:

Opening greeting	Dear Mr.../ Ms.....
First paragraph	Job you are applying for and where and when you saw it advertised
Second paragraph	Work experience, skills and qualifications you have that are relevant to the job.
Third paragraph	The personal qualities you have that are relevant to the job. Is there anything else you'd like to include here? (For example: There may be a particular reason why you are applying to this job – your interest in the company? your interest in the type of job advertised? If so, mention that here.)
Fourth paragraph	Mention that you have included your CV and that you are available for interview at any time convenient to the employer.
Closing greeting	<p>“Yours sincerely,”</p> <p>Type your name, leaving space above for you to put your signature</p> <p><i>Mary Jones</i></p> <p>_____</p> <p>Mary Jones</p>

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Bord Oideachais & Oiliúna
Cill Chainnigh & Ceatharlach
Education & Training Board
Kilkenny & Carlow

**Carlow Adult Educational
Guidance & Information
Service**



An example of a covering letter

No. 1 Main Street,
Carlow.

Mr. John Smyth
The Editor
The Carlow Chronicle
Long Street
Carlow

7th June 2017

Re: Application for Office Assistant vacancy

Dear Mr. Smyth,

I would like to apply for the position of Office Assistant as advertised in The Carlow Chronicle on May 30th, 2017.

I am about to complete a year long QQI Level 5 Business Studies course at VTOS in Carlow during which I have gained a variety of office skills, including – manual and computerised accounts (SAGE), business document preparation, office procedures, ECDL – including file management, word processing (MS Word), spreadsheets (MS Excel) and databases (MS Access).

While working with Carlow County Council, I dealt with queries from the public, did Reception duty and had a variety of office duties including taking telephone calls, making appointments, sending faxes and dealing with the post. At Tesco, I gained excellent customer service and cash handling skills. At Braun, I learned to work quickly and accurately. In all my positions, teamwork has been important to getting our work done well and on time.

I am an energetic, hard working person and enjoy being of assistance to customers, my colleagues and to my community. I read your newspaper weekly and depend on it for keeping up to date with what is going on in my community. I would really like the opportunity of working with your newspaper.

I enclose my Curriculum Vitae and am available for interview at a time convenient to you.

Yours sincerely,

Mary Jones

Mary Jones

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Burrin Street
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