

Your Name,
Your address,
Town
County,
Postcode

Name of Person Applying to/ Company

Address

Address

Address

Postcode

Date

Dear Sir/ Madam (put name if you have it)

Job Application for the position of _____

I am writing to apply for the above position, as advertised on/in _____.

The first paragraph needs to say about your main experience and how it relates to the role you are applying for i.e. for a customer service role ... I have extensive administration and customer service experience and I'm now looking for an opportunity to continue my career in this field. Having held various roles in both the private and public sector I have become an excellent communicator having presented to different stakeholders, dealing with customers face to face, on the phone and in written correspondence.

The next couple of paragraphs needs to detail what you most recent role has been and why you want to work for the company you are applying to. i.e.

I have experience in a customer facing environment, acquired during my work experience placement and also in my current role as a paper delivery assistant, a position I have held for the last two years. I am passionate about helping customers and feel that this, along with my keen interest in (detail here the company and why you want to work there), makes me a good candidate for this role.

As a student, currently studying for A-levels in Business Studies, English and Maths, I am keen to put my business knowledge to use in (company name). I am also flexible, and can take on additional hours during holidays, if this is required (show about flexibility if this is a requirement of the role).

Include any key skills especially any related to IT if needed

Key Skills

- In each role I have been in I have used the Microsoft Office Suite and have developed my skills over the years. I feel my experience in various posts has enabled me to keep my knowledge up to date and I would rate myself as proficient in word, excel, power-point and outlook.
- Social/team player: Confident and friendly in all social situations, developed through my experience as captain of my local five-a-side football team.

- I have completed my NVQ 2 in Business Administration as well as Numeracy level 2 and GCSE's including English grade C. I am also always keen to learn new things and happy to undertake any training necessary.

In this paragraph include how you might fit in to that company/ team... i.e.

I have a high sense of responsibility and take things seriously. I like to ensure all work is completed to a high standard and take pride in seeing a job well done. I get along easily with others and make the effort to talk to people and help out wherever possible, enjoying working in both a team and autonomously.

In the last paragraph thank them for reading your app and

Thank you in advance for taking the time to consider my application, I have also enclosed a copy of my CV which outlines my skills and experience in more detail. Please do not hesitate to contact me should you have any further questions. I look forward to hearing from you.

Yours faithfully

Your signature if sending by post

Your Name

Email: jobloggs@hotmail.com

Tel: 01726 874450

Mob: 07001 001 001