



Cover Letter Guide

Parts of a Cover Letter	Sample Letter
Heading	Your address Postcode
Employers address	Employer's name Job title Business address Postcode Today's date
Salutation	Dear (Mr, Mrs, Ms) Use the name of the person that will read the letter
Introductory Paragraph - explain why you are writing	As per your advertisement in the Bangor Daily News, I have enclosed my CV for the position of 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 a course in Business Administration and Management at Northwest College. In completing this program, I have gained valuable experience in several computer programs including Microsoft Word, Excel and Power BI. 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. I look forward to hearing from you in the near future.
Complimentary close	Sincerely
Signature	5 returns

Covering Letter example

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 insert the information that might have been requested in the advertisement. Keep it 'punchy' and interesting and do not waffle; all the details will be on your enclosed application form 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
Chester
Cheshire
CH9 2TW

Mrs. S Jones
Cheshire West and Chester Council
Skills and Employment Hub
The Bluecoat Buildings
Upper Northgate Street
Chester
CW1 4EE

22 July 2025

Dear Mrs Barker,

I write in reference to the vacancy of Administration Officer as per your advert in the Chester Chronicle. I am familiar with Cheshire West and Chester's 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. I work well under pressure and to tight deadlines. I have proficient knowledge of the Microsoft packages and have produced PowerPoint presentations for my current line manager. I have excellent organisation and communication skills, both verbal and written, and enjoy working in a fast-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 07893433333 and am available for an interview at your earliest convenience.

Yours sincerely

Maude Flanders