

It's all about
DAIRY



Covering letter

Remember that your covering letter needs to make the right impression and will be read before your CV. If it is badly constructed, contains bad grammar or if words are misspelt, it will affect just how your CV will be looked at. In fact, if your letter is poorly written your CV might not even be read. These are the general questions you will need to answer in your covering letter:

- Who are you?
- How would describe you yourself or how would your teacher or colleague describe you?
- What experience do you have?
- Why do you want the job?

IMPORTANT: Keep the letter concise a maximum of 5 short paragraphs (keep it on one A4 page).

Example

Business Address here

LINE 1

LINE 2

LINE 3

Your address here

Line 1

Line 2

Line 3

Dear Sir / Madam,

My name is (**what is your name?**) I am keen to progress my career in (**what career path are you interested in?**) to utilise my skills (**what are the key skills you can provide the company? Think about your transferable skills and the job advert. What are they looking for? Convince the company you are the best person for the job.**)

I have experience in (**what experience do you have? Work experience, volunteering or a job etc**). If you don't have the most experience this is where you would say something like "Although I don't have a vast amount of experience I am willing to turn my hand to anything and work hard to prove myself and the current skills I have developed thus far in my career."

I feel I would be the right person to take on this role with my, (**is it your experience, your enthusiasm / passion for the industry? Really think about it and simply say it!**).

I am readily available for interviews at any time upon request and look forward to hearing from you at your earliest convenience.

Yours sincerely (**always use sincerely when you don't know the person**)

Your signature here

Your name typed



Community Council for Somerset
Supporting Action in Your Community



LOTTERY FUNDED

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