

School leaver covering letter template 1

[JOBSEEKER'S DETAILS]

Joe Bloggs
24 Aston Locks Road
Aston
Birmingham
BX 5XX

[INSERT DATE]

12th May 2012

[RECRUITING MANAGER'S DETAILS]

Tom Roberts
HR Manager
Roberts & Gladman Ltd
34 Roberts Road
Birmingham
BX 4XX

Dear [INSERT RECRUITING MANAGER'S NAME],

[INSERT POSITION APPLIED FOR/JOB REFERENCE NUMBER]

I would like to apply for the position of [INSERT JOB TITLE] currently advertised on [INSERT WHERE YOU SAW THE ADVERTISED POSITION].

The position interests me because I enjoyed [INSERT SUBJECT AREA RELATED TO POSITION APPLIED FOR] at school and would like to continue working in this area. I feel that this position will equip me with a range of practical and theoretical skills that will enhance my development in this intriguing area.

During [INSERT SUBJECT AREA] lessons I enjoyed [INSERT WHAT YOU ENJOYED MOST ABOUT THE SUBJECT] and was good at following instructions. My GCSE result in [INSERT SUBJECT AREA] was a [INSERT GRADE ACHIEVED] which was very satisfying. Additionally, I am a [INSERT PERSONAL ATTRIBUTE ONE] and [PERSONAL ATTRIBUTE TWO] person who gets on well with people at all levels.

Please find attached a copy of my CV for your consideration. I am available for an interview at your convenience.

Yours sincerely

[INSERT NAME]

Enc.