

Work experience covering letter template

[JOBSEEKER'S NAME, FULL ADDRESS INCLUDING POST CODE, TELEPHONE NUMBER & EMAIL]

[RECRUITING MANAGER'S NAME]

[POSITION]

[ADDRESS LINE 1]

[TOWN]

[CITY]

[POST CODE]

[INSERT DATE]

12th September 2012

Dear [INSERT RECRUITING MANAGER'S NAME],

Re: Work experience opportunities

I would like to enquire about the possibility of a work experience placement with your company for [INSERT NUMBER OF WEEKS] weeks. Please find attached a copy of my CV which will provide a more complete overview of my accomplishments.

Having extensively researched [INSERT COMPANY NAME YOU ARE APPLYING TO], I was greatly impressed by your excellent reputation, emphasis on client value and the service you provide. I am confident that I can make a substantial contribution your company. Some of the key strengths I can offer you include, but are not limited to the following;

- [INSERT KEY STRENGTH ONE]
- [INSERT KEY STRENGTH TWO]
- [INSERT KEY STRENGTH THREE]
- [INSERT KEY STRENGTH FOUR]
- [INSERT KEY STRENGTH FIVE]

In summary, I am [INSERT PERSONAL ATTRIBUTE ONE],[INSERT PERSONAL ATTRIBUTE TWO]and have an excellent work ethic. I feel that your company is the type of organization in which I would excel and I'm confident that my experience and qualifications would make me a perfect candidate for a work placement opportunity either now or in the future.

I look forward to meeting you in person to learn more about your company, your products and values and how I might contribute to your already impressive reputation.

Thank you in advance for taking the time to consider my application.

Yours sincerely

[INSERT NAME]

Enc.