



Example of a Covering Letter

29 Finton Crescent
Anytown
Somerset
ZX3 2PT
(00123) 654321

Mr R Taylor
Taylored To You
London Road
Anytown
Somerset
ZX9 9PT

15th June 2007

Dear Mr Taylor

With reference to your advertisement in the Somerset County News on 14th June for the post of Retail Assistant, please find enclosed a copy of my Curriculum Vitae in support of my application for the post.

I am 17 and have just completed the e2e programme with Anytown Training Group. On this course I undertook work placements within the retail industry. I am now looking for a position where I can use the skills I have gained. These include customer care and stock control. I would be keen to work towards a NVQ 2 qualification in retail.

My hobbies are reading science fiction books and playing football.

I believe I possess the necessary skills and experience you require. I would welcome the opportunity to discuss my application with you in more detail.

I look forward to hearing from you.

Yours sincerely

Helen Hibson

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