Group and individual tasks

# Chapter 16: CVs and application forms

## Covering letter example – with comments:

This is an improved version of Mr Ralph McRalph’s Covering Letter – with annotations.

Ralph McRalph

Your name and contact details either centred or on the right hand side of the page. You should include phone number(s) and email.

Our name and contact details either centred or on the right hand side of the page. You should include phone number(s) and email.

23 Getajob Rd

Gloucestershire

Recipient’s name and address. Try to find out the name of the person to send your letter to and avoid using ‘Dear Sir or Madam’.

GJ0 00G

Home tel: 0111 111111

Mobile: 10222 222222

RalphMR@givemeajob.job

Ms Marjorie Watts

Hays Plc

Always use a heading. This makes it easier for the recipient to see straightaway what you are writing about. For example, if you are responding to a job advert, include the job title, reference number and where you saw it advertised.

Buckland Way

Cheltenham

GU33 8JU

14 January 2021

Dear Ms Watts

**Application for the WeFindPeople Recruitment Consultant internship**

I am a second year student at Wattsmystudy University on the BSc (Hons) Economics and Finance Course and wish to apply for an internship with your company. I have enclosed my CV for you take into consideration, but would like to draw your attention to some of the content, particularly information regarding my skills.

My commitment to work within a business organisation has developed through studying Psychology and English at ‘A’ Level and Accountancy at degree level, which has given me a foundation of the knowledge and skills that I need to pursue my goal. I am a hard worker, a highly motivated person and I thoroughly enjoy working with people. I also have strong interpersonal skills and a passion for people through working in my retail job building strong relationships in a customer service environment at Next Retail. Furthermore, I feel I am able to carry out tasks effectively under pressure, and can work well individually and in a team. I have recently started some voluntary work with St John Ambulance to further enhance my skills and experience. I am proficient in using all aspects of Microsoft software and have also studied ICT at GCSE and at A Level and still gaining valuable ICT expertise at University.

Focus and highlight the key skills the employer is looking for from the job spec

Show you have researched the organisation and know what you are applying for

I am particularly interested in applying with WeFindPeople because of the astounding reputation it has as being one of theworld’s leading recruitment experts. The opportunity to work with you also provides me with extra interest through being able to gain a deeper insight of the human resources in which I find particularly interesting as I have knowledge of the recruitment sector through studying Business studies.

I hope you will find my details of interest, however if you have any queries then please do not hesitate to contact me on the above number. I look forward to hearing from you. Thank you for your time.

Use ‘sincerely’ when the letter is addressed to a named person. Use ‘faithfully’ if you have to use Sir or Madam. Note lower case letter for both.

Yours sincerely

Ralph McRalph (Enc)

Leave enough space for your signature. Use Enc. to indicate that you are enclosing something (your CV!).