

Application/Cover Letter guidelines

Opening paragraph (introduction) – should be brief and outline your intention to apply for the job, where you found the advertisement.

Second paragraph (body) – study the advertisement, mention your skills and experience that match the job requirements and would be beneficial to that employer.

Third paragraph (close) – refer to your interest in an interview and inform them of when it is best to call you.

- Space out the cover letter neatly so it is easy to read.
- Always write positively, don't include phrases such as "I am interested in this job because I don't like my current job and boss" etc.
- Check spelling and grammar.



Sample – Application/Cover Letter

Alex Citizen (*your name and details*)
203 Victoria Way
Melbourne Victoria 3000
0400 000 000
Alex.citizen@hotmail.com

30th February 2014

Mr J Brown
Personnel Manager
CV Industries
110 St Kilda Road
Melbourne Victoria 3000
j.brown@cvind.com.au

Dear Mr Brown (*or Sir/Madam*)

RE: Customer Service Officer

I would like to apply for the above-mentioned position that was advertised on Seek. Please find attached my Resume for your consideration.

Currently I am completing my VCE at Victoria Secondary College and work part-time at Safeway Melbourne. I have many skills and experience that would prove me suitable for this position including excellent communication skills, money handling experience and a good knowledge of the retail industry. Through my current part-time job I have proved myself to be a reliable and competent worker and other staff members have found me to be dependable at all times.

I welcome the opportunity to be interviewed in the near future to personally demonstrate my suitability for this position. I can be contacted on the above-mentioned phone number any time after 3.30pm weekdays.

Yours faithfully

Alex Citizen (*your name*)