

## **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 the employer.

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

- Space out your cover letter so it is easy to read, eg 1/3 of the page written, 2/3 of the page white space.
- Always write positively, don't include phrases such as "I am interested in this job because I am sick of my current job and boss" etc.
- Check your spelling and grammar.
- Relate your response to the job advertisement.



## Sample – Application/Cover Letter

Sara Smith (*your name etc.*)  
203 Victoria Way  
Melbourne Victoria 3000  
03 9337 0000

30<sup>th</sup> February 2010

Mr J Brown  
Personnel Manager  
CV Industries  
110 St Kilda Road  
Melbourne Victoria 3000

Dear Mr Brown (*or Sir/Madam*)

### **RE: Customer Service Officer**

I would like to apply for the above-mentioned position that was advertised in The Age on Saturday 29<sup>th</sup> February 2010. 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

Sara Smith (*your name*)