



TOOLS & TECHNIQUES

FOR TODAY'S JOB MARKET

CLIENT NAME:

Resource
Your job search starts here



TEMPLATE COVERING LETTER/EMAIL FOR RESPONDING TO JOB ADVERTS

Your Name
Your Address
Your Telephone Number
Your email address
LinkedIn address

Omit on emails

Date

Mr/Mrs/Ms/Miss Initial & Name
Job Title
Company Name
Company Address

Dear Mr/Mrs/Miss/Ms Surname

Ref: Job Title, Ref No. Where / When Advertised

Opening Paragraph – a statement that shows why you are applying and that you have done your homework and know about their organisation.

Next tell them that your CV and/or application form is enclosed and highlight what in particular (experience/skills/qualifications/behaviours) you have to offer – remembering to pick up on the key points highlighted in the advert/job description/person specification. Use bullets and identify three or four things. How long this letter will be will depend on the type of job for which you are applying and/or whether you have been asked to send a letter of application. Where you are applying for jobs that require you to complete an application form and/or write letters of application you should consider booking a place on Resource's Showcasing Your Skills seminar.

Final Paragraph – be confident and tell them that you look forward to meeting them to discuss your application further.

Yours sincerely

EXAMPLE COVERING LETTER FOR RESPONDING TO JOB ADVERTS

Alex Green
5 Any Street
London N5 4PL
01100 223344
alexgreen@gmail.com

27th July 2021

Ms A Smith
Head of Retail Sales
XYZ Company
London N6 2PL

Dear Ms Smith

Jewellery Sales Supervisor Ref XYZ12

I was interested to see in the Jewellery Times that you have a vacancy for a Sales Supervisor for your new art deco jewellery section as it appears to be the opportunity I have been seeking to develop my career in this area.

I am enclosing my CV and you will see that I am able to offer experience built up from working in a variety of jewellery outlets and that it includes marketing a wide range of jewellery including precious metals/stones and semi-precious gems in a variety of styles. My practical experience is supported by a NVQ in Retail Supervision.

Key highlights of my career include:

- leading and motivated my team at ABC to increase sales by 50% and win the 'shop of the year' award
- participation in a variety of workshops and seminars covering the art deco movement
- giving talks on art deco jewellery to local historical groups

I look forward to the opportunity to discuss my application further at an interview

Yours sincerely

Note: This letter can be adapted to use in a covering email