

Cover Letter Template - Work Experience

(A Youth Central Cover Letter Template)

Use this cover letter template if:

- You're applying for a job that has been advertised
- You have some formal (paid) work experience

Whether you're an early school leaver, a VCE graduate or a tertiary graduate, this cover letter demonstrates the kind of things you need to address when you're applying for an advertised job and you have had some previous formal (paid) work experience.

A good cover letter should include:

- Your name, email address and phone number at the top of the page on the right
- The name of the business and the contact person's full name on the left
- The date you wrote the letter on the right
- A reference line (e.g., "Re: Application for Administration Assistant position")
- An address to the reader directly (e.g., "Dear Mr. Moyle" - try to avoid using "To whom it may concern")
- An opening statement that briefly introduces you to the reader
- A main body that highlights the skills and experiences you have that are relevant to the job
- A closing paragraph asking to arrange an interview

Key points of this cover letter are that it:

- Introduces you to the reader
- Responds to the requirements of the job
- Attracts the reader's interest and refers them to your resume
- Doesn't include too many "I" statements, which can run the risk of disengaging the reader

The focus of this kind of cover letter is to prove that you're able to meet the requirements of the job and also to make a positive contribution to the organisation or business.

If you have any questions about this cover letter template please contact us at youthcentral@dhs.vic.gov.au.

The information on these pages was last updated on 25/2/2015. For up-to-date versions of this & other jobs and careers information, visit Youth Central at www.youthcentral.vic.gov.au

For more about cover letters and heaps more cover letter and resume templates, check out Youth Central's Applying for Jobs pages at youthcentral.vic.gov.au/Jobs+&+Careers/Applying+for+jobs/

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23 April 2013

RE: Application for Trainee Administrative Assistant position

Dear Mr. Moyle,

As a young and motivated individual I am extremely interested in submitting an application for the advertised Trainee Administrative Assistant position with John Smith and Associates.

In November 2013 I completed my VCE studies and also obtained a Certificate II in Business Administration. This has given me a range of practical capabilities that will meet the needs of this role.

While completing my VCE studies I worked part-time as a Customer Service Assistant for KSmart. My responsibilities in this role included providing face-to-face customer service and assisting on the floor with stock movements and visual merchandising. This position has given me key employability skills while also allowing me to experience working in a professional and fast-paced work environment.

With regard to my ability to meet the specific requirements of this job:

- **Customer Service:** Worked for four years in a face-to-face customer service environment providing customer service at registers, lay-by counter and on the retail floor.
- **Reception duties:** Responsibilities at KSmart included answering incoming phone calls and assisting customers with phone-based enquiries.
- **General Administration:** Certificate II in Business Administration has provided training in the use of skills including filing, data processing, records management and written communication.

My teachers and employers have commended me for my high level of interpersonal skills and naturally engaging personality. My motivations include learning new things and the challenge of meeting key objectives. My current and previous managers can be contacted to provide more information about my ability to meet the needs of this job.

I understand that you will receive a large number of applications for this role. I do, however, believe that my motivation, commitment and pre-existing skills will allow me to fit into your work environment and immediately start supporting the needs of your organisation.

I would appreciate the opportunity to meet with you to discuss my application at an interview. I have enclosed a copy of my resume for your consideration. I can be contacted at all times on the details provided above.

Thanking you in advance for your time,

Joanne Tint