



COVERING LETTERS

The process of applying for a job often begins with sending a covering letter or letter of application. The aim of this pack is to help you understand what a letter of application is, why you need one and how to produce one of your own. The four types of letter included in this pack are:



**LETTER 1: TO REQUEST AN
APPLICATION FORM**



**LETTER 2: TO SEND WITH A
COMPLETED APPLICATION FORM**



**LETTER 3: A COVERING LETTER WHEN
JOB ADVERT REQUESTS YOU TO
'APPLY IN WRITING'**



**LETTER 4: A SPECULATIVE LETTER TO
APPLY FOR JOBS THAT ARE NOT
ADVERTISED**



**Newcastle
Careers
Team**

Newcastle
City Council 

THE STANDARD LAYOUT

Your address
Address line 2
Town
Postcode
Telephone number (including SDT)

Name of person letter is going to
Job title
Company name
Address
Address line 2
Town
Postcode

Date

Dear (Mr,Mrs,Ms,Miss) Surname

Any reference or title for job

Letter in short paragraphs
Paragraph 1 Why you are writing
Paragraph 2 What you can offer the employer
Paragraph 3 Closing

Yours sincerely

Sign it here

Your name



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Newcastle
City Council 

SAMPLE LETTER 1

Use this letter when job advert says... 'Write for an application form',
No CV needs to be sent

Joe Bloggs
10 Road Street
Jobsville
JK5 5VE
Telephone: 0123 34432

Mr B Boss
Personnel Officer
Earth Services
Nine Gate Lane
Jobsville
YO1 1WA

Date

Dear Mr Boss

I would like to apply for the position of (name of job) advertised in
(name of paper) on (date).

Please send me an application form/pack with specifications for the
job.

Yours sincerely

Sign here

Joe Bloggs



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SAMPLE LETTER 2

Use his letter when sending off a completed application form

Joe Bloggs
10 Road Street
Jobsville
JK5 5VE
Telephone: 0123 34432

Mr B Boss
Personnel Officer
Earth Services
Nine Gate Lane
Jobsville
YO1 1WA

Date

Dear Mr Boss

Enclosed is my completed application form for the position of (name of job).

I am interested in working as a (name of job) because (your reasons).

If you require any further information please do not hesitate to contact me. I look forward to hearing from you in the near future.

Yours sincerely

Sign here

Joe Bloggs



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SAMPLE LETTER 3

Use this letter when replying to an advertisement when it says,
'Apply in writing enclosing a copy of your CV'

Joe Bloggs
10 Road Street
Jobsville
JK5 5VE
Telephone: 0123 34432

Mr B Boss
Personnel Officer
Earth Services
Nine Gate Lane
Jobsville
YO1 1WA

Date

Dear Mr Boss

I would like to apply for the position of (name of job) which was advertised in (name of paper or where you saw it advertised) on (date).

I enclose a copy of my CV for your attention. I am interested in working as a (name of job) because (your reasons).

If you require any further information do not hesitate to contact me. I look forward to hearing from you in the near future.

Yours sincerely

Sign here

Joe Bloggs



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SAMPLE LETTER 4

Use this letter when you have seen a company you would like to work for but they have no vacancies advertised.

Joe Bloggs
10 Road Street
Jobsville
JK5 5VE
Telephone: 0123 34432

Mr B Boss
Personnel Officer
Earth Services
Nine Gate Lane
Jobsville
YO1 1WA

Date

Dear Mr Boss

I am writing to enquire if you have any vacancies, which would be suitable for someone with my skills and experience.

I am keen to work in (type of work or business) because (your reasons). I have some experience in (type of work or business) when I (brief details of work experience, part-time work, holiday jobs and voluntary etc.) I am (brief details of the type of person/potential employee you are/will be)

I am currently (say what you are doing at the moment, e.g. training, just finished school, between jobs etc.,) and hoping to find a suitable position in which I can increase my skills, experience and knowledge in (Type of work or business)

I am available to start immediately and have enclosed my CV for your attention. I look forward to hearing from you in the near future and should you require any further information please do not hesitate to contact me.

Yours sincerely

Sign here

Joe Bloggs