**Covering letter - First job example template**

Company/Employer name  
Address line 1  
Address line 2  
Post code

Date XX/XX/XXXX

Your name  
Your address line 1  
Your address line 2  
Post code

Phone number:   
Email:

Dear Sir/Madam or name of employer,

(*Introduction - This is where you would explain the role you are applying for and where you found the job being advertised*) *e.g*  
I am writing to apply for the position of xxxxxxxxx which you have advertised in xxxxxxxxxxxxx.

*(Introducing yourself – This is your opportunity to tell the employer key skills and qualities you have suitable to the role you are applying for. You should explain how you have gained these skills in school,* hobbies *or through any other relevant experience you have through work experience) e.g*I have recently finished school/college and I am eager to start work and build on my existing skills. I am a hardworking and reliable individual with good team working and communication skills. In school/college I volunteered as a mentor to support younger students and often participated in charitable events. As part of my course/year 10 work experience I also spent time on placement with an employer.

*(Closing sentence – This is where you close your letter with a reminder of why you are the best candidate for the position) e.g.*I believe that I have the skills, qualities and the eagerness to learn to become a valuable part of your team. I attach my CV/application for further information about myself.

Thank you for considering my application. I hope to hear from you soon.

Yours faithfully *(if you started the letter with Dear Sir/Madam)*  
Yours sincerely *(if you are writing to somebody by name)*

*(Your full name)*