# Covering Letter Example Template **- First Job**

Your name  
Your address line 1  
Your address line 2  
Post code  
  
Phone number:  
Email:

Example date

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

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.) For example*  
I am writing to apply for the position of Junior Stylist, which I saw advertised in your shop window and on Facebook.

*(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.) For example*I have recently completed a Diploma level 3 in Hair and Beauty at college. I am now eager to start work and build on my existing skills. I have experience of cutting, colouring and styling and have worked in the college’s on-site salon for 2 years. I went on placement to a local salon during my course where I further developed my skills. I also volunteer for a local charity, where, under supervision, I have cut hair for local refugees. This shows me to be hard-working and reliable and willing to go the extra mile.

I have developed good team-working, communication and cash-handling skills through my part-time work in a clothing store.

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

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)*