

## **Writing a Cover Letter**

- You should ALWAYS send a cover letter with your CV unless they specifically ask you not to
- Write a new fresh letter for each application, it should be targeted at a specific job and company, refer to your company research
- Your cover letter is your chance to convince them it is worth reading your CV
- It also gives you an opportunity to say why you are applying, especially if this is a career change
- The cover letter is a selling tool – so make sure you highlight your most relevant skills, qualities and qualifications. Use the job advert to give you hints on which ones they are most interested in
- Set out as a formal business letter
- Try to keep to one side of A4
- Make sure contact details are correct
- Use the same font as your CV, they should make a set

Please see the following page for an example cover letter

## Example Cover Letter

Any Name  
Any Road  
Somewhere  
Wiltshire  
Post code

18<sup>th</sup> June 2016

Personnel Department  
Giraffe Concepts Ltd.  
8 Dorchester Street  
Bath  
BA1 1SS

Dear Sir or Madam,

### **Re. Server (Waiter/Waitress)**

I am writing in response to advert for server (waiter/waitress) vacancy, advertised on the universal job match website.

I have a range of relevant and extensive experience having worked as a steward at the Ministry Of Defence (Basil Hill Barracks) as well as two years' experience working as a bar person at The Muddy Duck public house in Corsham, a popular pub that serves food during the day.

I have gained a range of certificates whilst working in catering for example:

- Level 2 BTEC Customer Service
- Level 2 N.V.Q Food & Drink Service
- Level 2 N.V.Q Hospitality & Catering Principles

I feel this is an opening perfectly suited to me as I possess all the attributes asked for in your job description. I am friendly, helpful, fun and energetic and have a full understanding of the catering Industry.

Being a part of a restaurant group that is the fastest growing in the UK would be an achievement in itself and to work in an environment serving fantastic food from around the world to a background of great music is something that sounds extremely appealing to me.

Please find enclosed my CV for more information. I am available for interview any time and I look forward to hearing from you in due course.

Yours faithfully

**Ken Brown**

Ken Brown

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