

The letter

The following letter is an example of a cover letter you could send in response to the job Westfords Ltd had advertised.

Mr Knight
Westfords Ltd
500 Sample Street
Sample Town
LZX 1XX

Your address

Phone number

Date

Dear Mr Knight

I would like to apply for the job of IT Support Officer which was advertised in today's Journal.

For the past four years I have worked in IT with Brown's. As the company is moving to another part of the country, I will be made redundant in two weeks' time.

My present job involves various IT duties in person and by phone. I also:

- deal with IT queries
- handle incoming calls
- handle incoming and outgoing post
- order printer consumables.

Before this job I was a trainee with Brightson's (Solicitors) in North Street, Invertown and completed RSA I and II in Business Administration and have various Microsoft package experience.

I have always enjoyed working with people and think my previous experience will allow me to work as part of the team and to be an effective representative of your company.

I am available for interview at any time and could start work immediately. You can ask for references from my present and previous employers.

Please find enclosed a copy of my CV for more information.

I look forward to hearing from you.

Yours sincerely

Your signature
Your name