

Sample covering letter

20 September 2010

Modern Furniture Store
PO Box 126
Upton NSW 2061

Mention the job advertisement and how it came to your attention.

Dear Debbie,

I am writing in response to the advertisement in the *Upton Times* for a Junior Casual Sales Position.

Explain why you are interested in this job.

I am keen to work in retail sales and I am especially interested in gaining experience in a large scale local business. I would like to develop my knowledge of the private sector as I am considering a career in the furniture industry.

Refer employer to your résumé.

I realise that retail sales is a seven days a week industry, so I am available for weekend work.

Please find a copy of my résumé enclosed with this letter.

Politely request the opportunity to have an interview.

I would greatly appreciate the opportunity to discuss my application for this position in an interview.

Provide your contact information.

I can be contacted on my mobile: 0421 334455 or on my home phone: 41265192 after 3.30pm weekdays.

Yours sincerely

Sign your name by hand when you have printed your letter.

Include your full name and address.

John Thomson
42 Langely Street
South Upton NSW 4052