

The cover letter is generally 3 – 4 paragraphs

Your name and
And address here or at bottom of letter

Date

human resources
Anderson'
P O Box 000
town NSW 2650

Dear Sir/Madam, or name if you know what it is

Re: Apprenticeship/job – Job No. 05AD001

I wish to apply for the position of as advertised in the (newspaper, online etc) on Saturday 22nd November, 2008.

Currently I am completing Year .. at Marian Catholic College. Having done work experience, casual job, TAFE or VET course, I have developed a keen interest in working as a I would welcome the opportunity to gain further skills and knowledge in this industry through a job or apprenticeship. I enjoy (for example working in a pizza restaurant, fixing cars and machinery for my family's farm. etc

I have experience working in (for example: a kitchen, a pizza restaurant, sandwich bar and two Commercial Clubs.) I thoroughly enjoy working in this environment and would like to make a career of this occupation.

I am a quick learner and hard worker. I understand the importance of teamwork and always aim to work to the best of my ability. I am reliable, cooperative and get along well with others. These qualities together with my enthusiasm to work in this industry would make me a committed apprentice with your company.

Enclosed is my resume for your consideration. I look forward to the opportunity of an interview to discuss my suitability to this position and can be contacted on

Thank you for your time.

Yours Faithfully,

Your signature

Type Your name
and address
Phone number