

## Sample cover letter: Email cover letter + work experience

*(A Youth Central cover letter template)*

Use this sample cover letter if:

- you're applying for a job that has been advertised
- you have some formal (paid) work experience
- you've been asked to send your cover letter as an email.

Some job ads ask you to submit a cover letter in an email instead of attached as a document. When this happens, the format of your letter should be a little different.

You should always send the email from a professional-looking email address (e.g., [jayani@gmail.com](mailto:jayani@gmail.com), not [zapbangpowdude@yolo.co.uk](mailto:zapbangpowdude@yolo.co.uk)).

A good email cover letter should include:

- your name and the job title in the email's subject line (e.g., "Jayani Lal - Application for Administration Assistant role")
- none of the traditional letter formatting - leave out contact details and date and go straight to "Dear XXXX".
- an address to the reader directly (e.g., "Dear Mr. Moyle" - try to avoid using "To whom it may concern" if you can)
- an opening statement that briefly introduces you to the reader
- a main body that highlights qualities and characteristics you have that are relevant to the job
- a closing paragraph asking to arrange an interview
- a professional signature at the end of the email that includes your phone number.

Other things you can mention in your cover letter include:

- general skills that help you work in a team and as part of an organisation
- personal attributes that will help you learn to work in a professional work environment
- key strengths and contributions that show you are a standout applicant
- school work experience or volunteer work that demonstrates your strengths and attributes
- any sporting or community club participation (if relevant)
- any hobbies or interests relevant to the job or that demonstrate your professional experience.

Key points of this cover letter are that it:

- introduces you to the reader
- responds to the requirements of the job
- attracts the reader's interest and refers them to your resume
- doesn't include too many "I" statements, which can run the risk of disengaging the reader.

**If you have questions about this sample cover letter, email us at [youthcentral@dhhs.vic.gov.au](mailto:youthcentral@dhhs.vic.gov.au).**

*For more information about job applications, including more cover letter and resume samples, visit [www.youthcentral.vic.gov.au](http://www.youthcentral.vic.gov.au).*

**From:** joannet@gmail.com  
**To:** enquiries@johnsmithandassociates.com.au  
**Date:** 23 January 2017  
**Subject:** Joanne Tint - Application for Trainee Administrative Assistant position

Dear Mr. Moyle,

As a young and motivated individual I am extremely interested in submitting an application for the advertised Trainee Administrative Assistant position with John Smith and Associates.

In November 2014 I completed my VCE studies and also obtained a Certificate II in Business Administration. This has given me a range of practical capabilities that will meet the needs of this role.

While completing my VCE studies I worked part-time as a Customer Service Assistant for KSmart. My responsibilities in this role included providing face-to-face customer service and assisting on the floor with stock movements and visual merchandising. This position has given me key employability skills while also allowing me to experience working in a professional and fast-paced work environment.

With regard to my ability to meet the specific requirements of this job:

- **Customer Service:** Worked for four years in a face-to-face customer service environment providing customer service at registers, lay-by counter and on the retail floor.
- **Reception duties:** Responsibilities at KSmart included answering incoming phone calls and assisting customers with phone-based enquiries.
- **General Administration:** Certificate II in Business Administration has provided training in the use of skills including filing, data processing, records management and written communication.

My teachers and employers have commended me for my high level of interpersonal skills and naturally engaging personality. My motivations include learning new things and the challenge of meeting key objectives. My current and previous managers can be contacted to provide more information about my ability to meet the needs of this job.

I understand that you will receive a large number of applications for this role. I do, however, believe that my motivation, commitment and pre-existing skills will allow me to fit into your work environment and immediately start supporting the needs of your organisation.

I would appreciate the opportunity to meet with you to discuss my application at an interview. I have attached a copy of my resume for your consideration. I can be contacted at all times on the details provided above.

Thanking you in advance for your time,

Joanne Tint  
ph. XXXX XXX XXX