

Example covering letter



Mrs. Susan Smith
Proprietor
Abfab Hairstylists
42 Anywhere Street
Greenock
PA15 4TQ

Your name,
address and
contact details

01 August 2010

Dear Mrs Smith

I am very interested to apply for the Hairstylist/ Junior position recently advertised in The Greenock Telegraph. The range of skills I have developed from my work experience and training support my real interest and passion in a hairdressing career.

As you will see from my CV, the time I spent studying at James Watt College gave the opportunity to gain practical experience and knowledge of hairdressing. Work was carried out in a real working environment so I have a good understanding of the daily demands in a salon. My marks during the course were regularly in the top 5% of class grades. I have also worked as a part-time Crew Member for the past 2 years, gaining first rate customer care skills. I have been formally rewarded, being named 'Employee of the Month' four times in total.

Since I decided to pursue a hairdressing career, Abfab has been at the top of my list of prospective employers. Your salon is highly respected locally and I know that two of your stylists have recently been put forward for the Scottish Hairdresser of the Year 2010.

I would very much like an opportunity to speak with you regarding the position. I am available for interview as soon as is suitable for you and enclose my contact details.

With a view to talking about more about this position, I will call you towards the end of next week. Alternatively you can reach me in the meantime at 07777 777777 or 0141 000 0000.

Thank you for considering me for this position.

Yours Most Sincerely,

Your name then signature

CV/ application form enclosed