

GUIDE TO LETTER WRITING

SAMPLE OF A COVER LETTER

A good cover letter motivates the reader to read your CV – so make it appealing!

Your Address	32 Varsity Avenue West City Auckland
Today's Date	26 June 2004
Employer's Name	Councillor Beavis Spenny
Employer's Address	714 Queen St Auckland Central
Greeting	Dear Mr Spenny
Paragraph 1 State the position and where you found it, give reference number if there is one	I wish to apply for the position of Assistant Councillor, as advertised on the Bo-gus Jobs website on 22 June 2004 (Ref: PMA2004/24) OR: RE: Assistant Councillor Vacancy (Ref: PMA2004/24)
Paragraph 2 – 3 Brief overview of your background, current situation, skills, goals, strengths, experience, study (esp. aspects relevant to the position – e.g. applied projects or placements)	As a final year Bachelor of Political Administration student at Auckland University of Technology, I am looking to take the next step in my career in politics. In addition to my studies, which have involved several practical projects, I have had three years experience in customer service, office administration and local body politics. This semester I undertook a Level 7 research project on the Political Administration systems favoured by people whose favourite colour is red. During the past three years, I have developed considerable strengths in administrative work, strategic planning, team building, computing/IT and public-speaking skills. My experiences in Customer Service and Office positions have honed my skills in these areas. I have also served for 6 months as a volunteer on the West City Community Board, representing my local community.
Paragraph 4 State why you want to work for them, your passion and personal qualities, what you hope will happen	I believe that the current Municipal Government has made many necessary and valuable contributions to Auckland and New Zealand society and I would welcome the opportunity to contribute to the continued success of these processes. As a person who is passionate about making a difference for the good of the community, I know that I have much to offer you in this role. I have attached my full CV and look forward to hearing from you soon to discuss the position further.
Closing	Yours faithfully
Signature	
Name printed	Donna Kenny



Your Address	17a Advantage Crescent Beach Harbour North Shore City
Today's Date	26 June 2004
Employer's Name	Mr G. Chaucer
Employer's Address	Capital Management Investments Ltd PO Box 76429 Auckland 1002
Greeting	Dear Mr Chaucer (make every effort to find the person's name – a personally targeted letter will have much more impact)
Paragraph 1 State your reason for writing – i.e. to introduce yourself and arrange a meeting	I would like to introduce myself, in the hope of meeting with you briefly in the near future to ask for your advice about Accountancy as a career. As a student in the Bachelor of Business programme at Auckland University of Technology, I have chosen Accountancy as my major and plan to build a career in this or a closely related field.
Paragraph 2 – 3 Brief overview of your background, current situation, skills, goals, personal strengths, experience, study (esp. – e.g. applied projects or placements)	In addition to my current studies, I have completed a Diploma In Business and have over two years work experience in the retail and hospitality industries. As a result, I have proven strengths in customer service, sales transactions, accounts, data-entry and word-processing. My employers tell me I am a hard-working, reliable and adaptable worker with strong communication and interpersonal skills. The strong team and leadership skills I have developed through my work experiences were praised by team-members in a recent group study project. Through my chosen specialisations in the Bachelor of Business I have developed detailed knowledge of financial reporting, management accounting, auditing, and taxation. The Integrated Studies component of the degree has provided me with a comprehensive understanding of the spectrum of business practice both within New Zealand and internationally. I can also offer strong analytical, planning and problem-solving skills, and am highly IT and Technology literate.
Paragraph 4 State why you want to pursue this career, your passion, what you hope will happen next	It is my goal to develop a career in the fields of accountancy or financial management by working for a market leader such as CMI Ltd. Therefore I would welcome the opportunity to meet with you to find out more about these fields and your company. I have attached my CV for your inspection and look forward to making contact with you soon.
Closing	Yours faithfully
Signature	
Name printed	William Shakespeare

