

SAMPLE COVER LETTER

John Smith
25 Sally Street
RICHMOND SA 5074

Your name and residential address

28 June 2013

Date

Leigh Downie
The Recruitment Officer
Glam-R-Us Painting and Decorating
PO Box 4
RICHMOND SA 5074

Name and position of person you are writing to, with the business name and address

Dear Ms Downie

Title and surname of addressee

I am writing to apply for the position of Painting Trade Assistant, advertised on www.seek.com.au in June 2013.

Position you are applying for and where it was advertised

Attached to this cover letter is my resumé and you will see that I have undertaken voluntary painting jobs within my community. I also have experience in helping my family paint the internal and external surfaces of our house.

Outline of relevant experience plus the fact your resume is

I am eager to work in a position relevant to the qualification I am currently completing – Certificate III in Painting and Decorating at Training Prospects. I anticipate that I will have finished this qualification in July. This course is assisting me improve my skills in painting and wallpaper application as well as preparation of surfaces, erecting and maintaining trestle and plank systems and working safely in a construction site with knowledge of OHS requirements, policies and procedures.

Outline of your relevant skills

The voluntary work and experience I have gained in undertaking a painting and decorating qualification highlight my interest in working in this Industry. I am an enthusiastic and hard working person and would very much appreciate the opportunity to be interviewed for the position of Painting Trade Assistant.

Outline an interest to be interviewed

I can be contacted on my mobile, as outlined in my attached resume and I will contact Glam-R-Us Painting and Decorating next week to discuss my application further.

Outline contact details

Yours sincerely

John Smith

Space for your signature and then your name printed