

Writing – Writing an application letter

Below is an example of a covering letter that could be sent without a CV.
The arrangement or format of the page should always be the same as this.

3 Mountjoy Drive

Cork

8908907

Handy Motors

Dublin Street

Cork

11/12/13

Dear Sirs,

I wish to apply for the job of mechanic as advertised in the Evening Herald of 9/12/13.

I am 26 years old and have just moved to the area. I am eager to start work and get settled as quickly as possible. I finished my mechanics apprenticeship 3 years ago and have been working in a busy garage since then. I have an NCVA certificate in Motor mechanics. I am reliable and I like to work hard. I think you would find me a valuable worker.

I enclose the following names as referees:

| | |
|---------------|---------------|
| Mary Murray | Bill Caldwell |
| Principal | Director |
| Inver College | CMS Motors |
| Dublin 7 | Dublin 2 |
| 01 3453456 | 01 6786789 |

I am available for interview at your convenience.

Yours faithfully,
William O'Connor