

General template

Mr John Brown
222 Every Road
Any Town
AA1 1BB

Mrs Jane Smith (*ensure that you address your application to a particular individual – if none is given in the advertisement, check the company's website*)

ABC Company
All Streets
Any Town
YY1 1ZZ

(Date)

Dear Mrs Smith

Position of General Assistant

I saw the advertisement for the post of General Assistant on XYZ website and am very keen to apply. (*Try to mention your enthusiasm for the post or state why you want to work for the company – for example, its reputation or development opportunities.*)

The second paragraph should be reserved for a description of your experience and responsibilities. Where possible, link these to the essential requirements of the post. If you have no experience, concentrate on your transferable skills and any unpaid or community work that you have undertaken. (*Be specific where you can but make sure that you don't replicate the content of your CV. Think of your proudest/strongest work moments and mention them.*)

Take the opportunity in the next paragraph to talk about core skills such as problem solving, communications and networking. (*This is your opportunity to give a more rounded picture of you as a candidate. If you have several pieces of information to convey, use two paragraphs or bullet points to break up the text.*)

I would be delighted to discuss my application further at interview. Please contact me on (phone number) or at (email address) if you need any additional information. (*Make it as easy as possible for people to get in touch with you.*)

Thank you for your consideration.

Yours sincerely

John Brown