

COVER LETTER TO AN EMPLOYER

I am writing this because I have been given some really ugly covering letters to look at from people who want to apply for a job. This is what you must put into a covering letter.

1. Identify yourself.
2. Identify the job: state the name of the vacancy as well as where and when the job was advertised.
3. Create a favourable impression: in the first paragraph state that you are enclosing your CV in application for the job as mentioned.
4. In the second paragraph write a quick motivation why you are interested in the job, how your own skills and abilities meet the requirements and why you should be considered. Do not seek the sympathy of the employer.
5. Close and sign the letter.

Do not write a cover letter like this.

13182 Mbubu Rd
Imbali

Pietermaritzburg, 3201 Tel. 033
123 456 Email:
chongdeet81@gmail.com

Mr S Gumede

Managing Director

Imbali Manufacturing Company

528 Clover Rd

Imbali

Pietermaritzburg 3201

REF: OPPORTUNITY ACCOUNT CLERK

I am walking by crutch. Dear Mr Sir, I need job to get money and support my old mother and my brother and sisters too.

Please sir, when I saw your advertisement I felt very happy. I ask you please consider me. I am a Grade 12 leaver and I have done ACNC I and II and CPA II.

I have a lot of experience in Accounts office. I worked with Thaksin Silk Co Ltd. for two years, then I left and worked with OTOP in Pietermaritzburg for some months before I had a car accident and because the boss did not like disabled people, he sacked me.

I beg you sir to feel sympathy for me as a disabled person. We disabled are looked down upon but some of us can be very good workers.

Please write back to me soon and tell me when to come for an interview. I wish you could help me.

Yours faithfully,

"Sandile"

I hope and trust this brief document will help you to write a cover letter to a potential employer and that you will as a result be able to avoid terrible mistakes.

Kind Regards

Archie