

## COVER LETTER

Your address

Date

Employer name

Employer address

Dear (*employer's name*)

Re: (*Job title*)

I read with interest the job advertisement for the above position which was advertised (*on trademe/Student Job Search/seek – in the newspaper- by word of mouth – on facebook*).

As you will see from my attached C.V., I have all the relevant skills and experience that you require (*Describe your skills and abilities that match the job you are applying for!*)

- Two years experience working in customer service
- Experience taking food

Please feel free to contact me on [*mobile number*] for any further details.

I look forward to hearing from you soon.

Yours sincerely

*Your signature*

Your name