

Example 1

Cover letter

Example 2

Personnel Officer
Discover Britain Tours
Old Street, Newcastle
NE23 10W

John Smith
18 High Street
Causton WD6 1DX

18th June 2017

Dear Sir / Madam,

I am writing to apply for the position of programmer which was advertised in *The Guardian* on 16th June.

I am a twenty-two-year-old student in my final year. I am studying to get my degree in Information Technology at UBA. I expect to graduate in December. I speak fluent Portuguese and basic English.

As my CV shows, I am a hard-working person that enjoys improving skills and playing sports. Apart from that, I am considered to be friendly and enthusiastic.

I enclose my CV and would be glad to attend an interview at any time convenient to you.

Yours faithfully,

John Smith
John Smith

General tips

- Do not use short form (I'm, don't).
- The bold parts are typical phrases used in letters of application.
- Write no more than one page of A4 sheet.
- Use information that relates to the requirements of the job and the employer.

Ms J. Spencer
Personall Officer
Discover Britain Tours
Old Street, Newcastle
NE23 10W

Jennifer Doe
1780 Bertolé Street
Merlo, Bs As

18th June 2017

Dear Mrs Spencer,

In reply to your advertisement in *The Guardian* posted on 16th June, I am writing for the position of Personal Assistant.

As you will see from my c.v., I am one year away from completing my degree in Computer Engineering at UBA.

I speak advanced Italian, and basic English. I am also familiar with many operating systems like Windows, Linux and iOS. Furthermore, I am used to working with Microsoft Excel.

Please let me know if there is any further information you require. I look forward to hearing from you.

Yours sincerely,

Jennifer Doe
Jennifer Doe