

## Sample cover letter: some work experience

*(A Youth Central sample cover letter)*

Use this cover letter template if:

- you're applying for a job that has been advertised
- you have some formal (paid) work experience.

This sample cover letter demonstrates the kind of things you should include when you're applying for an advertised job and you have some formal (paid) work experience.

This sample can be used by high school students and graduates, university/TAFE students and graduates, and also people who have left school without doing year 12.

A good cover letter should include:

- your name, email address and phone number at the top of the page on the right
- the name of the business and the contact person's full name (if you know it) on the left
- the date you wrote the letter on the right
- a reference line (e.g., 'Re: Application for Administration Assistant position')
- an address to the reader directly (e.g., 'Dear Mr. Moyle' - try to avoid using 'To whom it may concern' if you can)
- an opening statement that briefly introduces you to the reader
- a main body that highlights the skills and experiences you have that are relevant to the job
- a closing paragraph asking to arrange an interview.

Other things you can mention in your cover letter include:

- general skills that help you work in a team and as part of an organisation
- personal attributes that will help you learn to work in a professional work environment
- school work experience or volunteer work that demonstrates your strengths and attributes
- any sporting or community club participation (if relevant)
- any hobbies or interests that are relevant to the job or demonstrate your professional experience.

Key points of this cover letter are that it:

- introduces you to the reader
- responds to the requirements of the job
- attracts the reader's interest and refers them to your resume
- doesn't include too many 'I' statements, which can run the risk of disengaging the reader.

**If you have any questions about this sample cover letter, contact us at [youth@dffh.vic.gov.au](mailto:youth@dffh.vic.gov.au).**

*For more information about jobs, including more cover letter and resume samples, visit [www.youthcentral.vic.gov.au/jobs](http://www.youthcentral.vic.gov.au/jobs).*

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**RE: Application for Trainee Administrative Assistant position.**

Dear Mr. Moyle,

As a young and motivated individual, I am extremely interested in submitting an application for the advertised Trainee Administrative Assistant position with John Smith and Associates.

In November 2023 I completed my VCE studies and also obtained a Certificate II in Business Administration. This has given me a range of practical capabilities that will meet the needs of this role.

While completing my VCE studies I worked part-time as a Customer Service Assistant for KSmart. My responsibilities in this role included providing face-to-face customer service and assisting on the floor with stock movements and visual merchandising. This position has given me key employability skills while also allowing me to experience working in a professional and fast-paced work environment.

With regard to my ability to meet the specific requirements of this job:

- **Customer Service:** Worked for four years in a face-to-face customer service environment providing customer service at registers, lay-by counter and on the retail floor.
- **Reception duties:** Responsibilities at KSmart included answering incoming phone calls and assisting customers with phone-based enquiries.
- **General Administration:** Certificate II in Business Administration has provided training in the use of skills including filing, data processing, records management and written communication.

My teachers and employers have commended me for my high level of interpersonal skills and naturally engaging personality. My motivations include learning new things and the challenge of meeting key objectives. My current and previous managers can be contacted to provide more information about my ability to meet the needs of this job.

I understand that you may receive a large number of applications for this role. I do, however, believe that my motivation, commitment and pre-existing skills will allow me to fit into your work environment and immediately start supporting the needs of your organisation.

I would appreciate the opportunity to meet with you to discuss my application at an interview. I have enclosed a copy of my resume for your consideration. I can be contacted at all times on the details provided above.

Thanking you in advance for your time,

Joanne Tint