

Example of a Covering Letter:

Barbara Bayer
Klosterstr. 21
81629 Munich
Germany

Mr John Rocaria
Media World Ltd.
45 Regency Road
Newcastle
NE4 6HH
England

27 February 2013

Dear Mr Rocaria

Application for a traineeship for office clerk with Media World Ltd.

I saw your advertisement in yesterday's edition of the Herald Tribune about the traineeship for office clerk and I would like to apply for the job.

I learned many basics for this job at a commercial college specialising in economics and administration back in Germany, where I come from. So, I am really looking forward to answering the phone, writing business letters, managing complaints, arranging schedules and writing short reports.

The qualifications mentioned in the job advertisement are those that I have developed. I can speak and write English fluently and I am computer-literate. Moreover, I am reliable, efficient and a good team-player. I want to work with people and I would love to spend some time in an English speaking country to learn more about a different culture and to improve my language skills.

Please find enclosed my Curriculum Vitae which contains a listing of my skills and work experience and a copy of my latest school report.

I would appreciate an opportunity for a job interview and I am very much looking forward to hearing from you.

Yours sincerely

Barbara Bayer

Barbara Bayer
Encl.:

A Curriculum Vitae (CV):

Personal Details:

Name: Barbara Bayer
Address: 81629 Munich
Klosterstraße 21
+49 1424 661244
E-mail: bbayer@hotmail.com

Nationality: German
Date of birth: 3 April 1988
Place of birth: Regensburg, Germany
Marital status: single

Present position:

2008 - present Office clerk at Bits & Bytes Computer GmbH,
Munich

Vocational training:

2005 - 2008 Traineeship as office clerk with Heines GmbH,
Munich
May 2008 Final examination and grade: good (= B)
2007 State certificate: English for commercial and
administrative professions, Level I

Educational background:

2003 - 2005 Höhere Handelsschule für Wirtschaft und
Verwaltung (commercial college specialising in
economics and administration)
May 2005 "Fachhochschulreife" (entrance qualification for
universities of applied sciences)
1998 - 2003 Franz-Josef-Strauss Realschule (secondary modern
school), Regensburg
School leaving certificate enabling students to
continue education at a higher vocational college or
grammar school
1998 - 1994 Grundschule (primary school), Regensburg

Additional Skills:

Office programmes
Fluent English, working knowledge of Spanish

Interests:

Ice skating, writing short stories and poems, reading

References:

Mr Piekny, General Manager, *Bits & Bytes Computer GmbH*, Montgelasstrasse 21, 81629 Munich, Germany

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Klosterstr. 21
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Mr John Rocaria
Media World Ltd.
45 Regency Road
Newcastle
NE4 6HH
England

27 February 2013

Dear Mr Rocaria

Application for the position as office clerk with Media World Ltd.

I refer to your advertisement in yesterday's edition of the Herald Tribune and wish to apply for the position of office clerk.

After finishing commercial college specialising in economics and administration, I trained as an office clerk. I have been working as office clerk ever since and I am responsible for answering the phone, writing business letters and short reports.

I am sure that the qualities I have are those you have requested in the advertisement. I am computer-literate and I speak and write English fluently. Furthermore, I am flexible, hard-working and a good team-player. I want to work with people and I would love to spend some time abroad to broaden my horizon and to improve my language skills.

Please find enclosed my Curriculum Vitae which includes a listing of my skills and work experience and a copy of my latest school report.

If you need any further information, please do not hesitate to contact me. I am very much looking forward to hearing from you.

Yours sincerely

Barbara Bayer

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The covering letter:

- is a brief information about yourself, your work experience and your educational background
- say where you saw the job advertisement (source = Herald Tribune)
- short information about yourself, your training and your work Experience
- short information about your skills needed for the work (including soft skills)
- reason why you are interested in the job
- information about enclosures
- saying that you look forward to hearing from the company that you would like to work with

The CV:

- start with your personal details
- first, list what you have done recently (your latest work experience)
- then, list what you have done before you gained your work experience (companies where you worked before or where you did your training)
- go on with your educational background, additional skills and (work-related) interests
- at the end, name the person that can tell something about you as an employee (reference)

Applying for a job - What would you want to know about a candidate in a job interview?

(Brainstorming)

- his / her expectations about work field / tasks
- don't be shy
- interest in the job?
- are you informed about the company?
- don't interrupt each other's sentences
- other applications for other companies
- don't expect information about illnesses, unless they are life-threatening
- ability to work in a group
- information about family / personal life
- hobbies
- strengths and weaknesses
- you should be polite and be on your best behaviour
- you should be properly dressed
- qualifications, school education
- curriculum vitae
- knowledge and work experience