



# **Example Cover Letter**

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September 20, 2020

Mr. Fredrick Myers  
HR Manager  
Apple Enterprises  
Durham  
DH1 1AB

Dear Mr. Myers

I would like to apply for the part time Receptionist position at Apple Enterprises I have seen advertised on your company website. I believe I have the skills and enthusiasm needed to perform the job effectively.

As you can see in the attached CV, I offer a wide knowledge in Microsoft Office package, and the ability to communicate well with others.

Throughout my school life, I have been an active participator of various community-based activities, including volunteering in fundraising events at my local community centre. My teachers have always commended my interpersonal and communication skills, which will also come in very handy in the role of a receptionist.

I completed by Bronze Duke of Edinburgh award last year which required me to have excellent team work skills and the ability to work well under pressure.

My career goal is to work within an office based environment and I have applied to Bishop Auckland College for their Business Level 2 course, so I would like part time work to put my skills and knowledge into a working environment and to continue to learn new skills relevant to that job sector.

I would like to meet with you to discuss my application further. Thank you for your time and consideration, and I look forward to hearing from you soon.

Yours Sincerely

Kurt Levin