Cover letter examples

Cover letter 1

Ryan Little

Leicestershire Cares

42 Tower Strt

LE1 6WT

Leicester City Council

Leicester

LE1 7WH

Subject: Local council job

26 th August 2020

Dear Sir,

I am writing to apply for the Customer Service Advisor role that was advertised on the Leicester City Council's website. I am confident that the skills I possess will make me a strong candidate for the proposed role.

In view of the requirements for this role. I will be a great person. I enjoy supporting people on a day to day basis. I support my grandpa on regularly when I go to see him on the weekend. This involves preparing his snacks and playing scrabble with him. I have to be very very organised as my grandpa has his medication at specific times of the day.

At my current school I am on the School Council team for my year group, I have good communication skills as I speak to a variety of students and staff as various issues arise such as litter, bullying and truanting. My good communication skills will enable me to answer incoming calls in a polite manner and field calls to the relevant departments.

I currently play rugby for my local team in Braunstone. I normally play after school and would still have to complete my work after even when I am tired. I believe the skills I have learnt from playing rugby will support me in this role. My ability to organise my schedule well will help me to stay organised and sometimes the boys on my team fight and I help with breaking up the fight. My ability to think fast in difficult situations will help me in this role.

Thank you for reading my cover letter. I hope to hear from you soon.

From Mr Little

Cover letter 2

Leah Samai
7 Elbow Street
Leicester
LE5 7HW

Leicester City Council,
Leicester,
LE1 7HW

26th August 2020

Subject: Customer Services Advisor

Dear Raj Smith,

I am writing to apply for the Customer Service Advisor role that was advertised on the Leicester City Council website. I am confident that my experience within customer service, academic background and transferable skills will make me a strong candidate for the role.

I am really passionate about working for the council, due to their strong values of putting people first. One of my core values is supporting others and I enjoy putting this into practice by volunteering at Age UK on a bi- weekly basis. I would value the opportunity to work as a Customer Services Advisor, as this is a role, I am enthusiastic about and I believe I have a good skillset that would be of value to the team.

I am currently the captain for my Netball team at Leicester High School. I have developed strong communication and organisational skills that I will be able to bring to the job role. This can be demonstrated with how I give clear instructions to the team on training and match days. I have been able to organise myself well to ensure that I revise for upcoming school tests on the days I don't have netball. My strong communications skills will help me with answering incoming calls in a prompt and polite manner and fielding calls to relevant departments efficiently.

Completing my schoolwork to a high standard has helped me to be able to work hard under pressure and in difficult situations. As I help my parents with their convenience store it often means I must stay up late to ensure my work is complete. In addition to that, most of my school essays are completed through Microsoft Word, as a result I have become competent at using the computer.

Thank you for reading my cover letter. I would welcome the opportunity to discuss any aspects of my application further.

Yours Sincerely

Leah Samai

Cover letter 3

Lewis Brown
Highcross,
Leicester
LE7 5TT

Leicester City Council,
Leicester,
LE1 7RH

26th August 2020

Subject: Customer Advisor

Dear Sir/Madam,

I am writing to apply for the Customer Service Advisor job that was advertised on the Leicester City Council's website. I believe my skillset will be of value to your organisation.

I have been able to develop grow in having a good telephone manner as I volunteer at my school's reception by answering the phone and directing the calls to the right departments.

As I am currently a student, I have lots of coursework which means I use the computer a lot. I am very good at using Microsoft Office which has helped me to be competent in using IT.

I would love to gain some work experience at the council as I have a few family members who enjoy working there. I work hard under pressure as I have two younger siblings I help look after whilst still trying to do my homework to a high standard.

Being on Oadby's local football team has enabled me to grow in being a fast thinker. I have also learnt to be organised as I help my head coach organise local five a side matches for under 7's.

I believe I have the skills you need for the job role; I would be happy to speak about my application further.

Many thanks

L.Brown