

Your Address  
Telephone Number  
Date

Name of contact person  
Title  
Name of Organisation  
Address

Dear Name (or Sir/Madam as appropriate)

**Opening Paragraph:** Identify yourself: then indicate the position for which you are applying and state where you learned about the vacancy (Careers Service, newspaper, etc.).

**Second Paragraph:** State why you are interested in this work and this organisation. Briefly mention your academic background, relevant qualification(s), and related work experience which qualify you for the position. Summarise your talents and how they might benefit the employer. (Remember, you are seeking to persuade the reader to see you).

**Third Paragraph:** Refer to the fact that you have enclosed your CV or application form, and draw attention to any further points of relevance to your application.

**Final Paragraph:** Reiterate your interest and indicate your availability for interview. Close your letter with a confident statement which will encourage a positive response.

Yours sincerely (or faithfully)  
Your signature, (hand-written)  
Your name, in block capitals

## Sample Cover Letter 1

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123 Paul Street,  
Cork,  
Tel: 021 503020  
May 20\_\_

Ms. Josephine Noonan,  
Noonan and Murphy Accountants,  
23 North Mall,  
Cork.

Dear Ms. Noonan,

I am writing in response to your advertisement for a trainee accountant, which is currently advertised on the Careers Service website at University College Cork, where I am a final year Economics student.

During my studies at University College Cork, I have opted for modules relating to accounting and business economics, and have achieved excellent results. As you will see from my CV I have spent the summer vacation period working in a local accountancy firm. Although the work was initially clerical, I soon progressed to audit work and thoroughly enjoyed this.

Your firm is of particular interest to me because it is of medium size and therefore will allow me to become involved quickly as a team member. I enjoy challenges and have always found problem solving very satisfying. For these reasons the accountancy profession appears to suit my skills. I am keen to progress rapidly towards a professional qualification and I am aware that you place great emphasis on training.

I would welcome the opportunity to discuss the post and my own background in more detail, and would be available for interview at any time from the beginning of June onwards.

Yours sincerely,

*Anne McManus*  
**ANNE McMANUS**

## Sample Covering Letter 2

**Joe Bloggs**  
123, High Street  
Cork

Daytime Tel: 01 4567 890  
Evening Tel: 089 123 456  
Email: [jobloggs@timbucktoo.ie](mailto:jobloggs@timbucktoo.ie)

10 June, 200\_

Mr Jon Jones,  
HR Executive,  
ABC123 Corporation,  
123 Kings Avenue,  
Birmingham,  
B12 5QP.

Dear Mr Jones,

**Re: Market Research Assistant** (as advertised on Careers Service Website UCC April 200\_)

Following on from our conversation yesterday, I would like to apply for the market research position you advertised in April on the Careers Service Website of University College Cork. I believe that my background in undergraduate research, my training in psychology and sociology and my work experience equip me to make a valuable contribution to ABC123 Corporation.

In May, I will complete my BA in Psychology and Sociology from University College Cork, Ireland. As part of the requirements for this degree, I am involved in a senior marketing research project. This has given me valuable experience interviewing and surveying research subjects and assisting with the analysis of the data collected. I have completed a course in statistics and research methods and have a good knowledge also of SPSS. This has given me valuable experience at undertaking Primary and Secondary Research in addition to Qualitative and Quantitative data analysis.

In addition to my studies, my previous experience also includes employment in the marketing department of a local retail store. The small size of this business has enabled me to have exposure to and participate in most aspects of managing a business, including budgeting, advertising and marketing.

Your advertisement, as detailed above, was of particular interest to me because it offers a new challenge in an environment which I find extremely stimulating and enjoyable. You see from my enclosed CV, my background is particularly relevant to your requirements and I feel that the combination of my business experience and social science research training is well-suited to the marketing research position you described.

I would appreciate the opportunity to meet with you to discuss my application and look forward to hearing from you soon.

Yours sincerely

**Joe Bloggs**

## Sample Covering Letter 3

*Jane Terry*  
4 The Drive  
College Road  
Cork

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01 July 200\_.

Dear Dr Murphy,

I am writing with reference to your recent advertisement in the Irish Examiner for a Network Engineer (Ref. ABC123).

I have recently completed my BSc degree in Computer Science with an Upper Second Class Honours from University College Cork.

As you can see from my Curriculum Vitae, I can offer a considerable amount of relevant experience, including:

- A degree which has included several courses related to network design and topologies, network administration and TCP/IP.
- Network management based BSc project: Managing security within a complex business environment
- Experience in applying network design techniques to reduce network administration.
- Familiarity with network management procedures and equipment in common use.

In addition, to my technical experience I have excellent interpersonal and communication skills having given several presentations at University throughout my four years.

I am very keen to apply my skills and experience in the I.T. Industry and would find this a challenging and enjoyable position.

I look forward to hearing from you and would welcome the opportunity to discuss my application in greater detail.

Yours sincerely ,

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*Jane Terry*