

EMAILS/LETTERS OF APPLICATION (also called **COVER LETTERS/EMAILS**)

As with all **cover letters/emails**, the body of this job application writing is divided into **three sections**:

- + the **introduction**, which details **why** the applicant is writing;
- + the **body**, which discusses relevant **qualifications**;
- + and the **closing**, which **thanks** the reader and provides **contact information** and **follow-up details**.

Below are some samples:

- **Email Cover Letter Example**

From: (your email address)

To: (the addressee's email address)

Subject: Store Manager Position - Your Name

Dear Hiring Manager,

I read your job posting for the Store Manager position with interest.

I can offer XYZ (company name) Company:

- Over five years of retail management experience
- Ability to effectively hire, train, and manage staff
- Payroll management, scheduling, reports, and inventory
- Extensive work with visual standards and merchandising high-ticket (valuable) items

In addition to my extensive retail experience, I have excellent communication skills. I always maintain a gracious and professional manner when communicating with people, including customers and store staff. My broad experience and range of skills make me a superior candidate for this position.

My resume, which is below, provides additional information on my background and qualifications. I look forward to hearing from you as soon as possible to arrange time for an interview.

Thank you for your consideration.

Your full name

Your email address

- **Sample Email Cover Letter for a Part-Time Job**

The following is an example of a part-time job cover letter sent via email.

From: (your email address)

To: (the addressee's email address)

Subject: Part-Time Position - Your Name

Dear Mr. /Ms. (Surname),

I am interested in the part-time sales associate position at XYZ Company. I read the posting on Monster with interest, and I feel that my experience would be valuable to your firm.

My communication skills, organizational ability, and attention to detail are assets that I have been able to utilize in my previous sales positions. I have extensive retail experience, having worked at small boutiques as well as large department stores.

In my last position, I was recognized for my contribution to a 10% yearly increase in sales in my department.

I would appreciate the opportunity to meet with you regarding this position. I am available flexible hours, and I believe that you would find me to be an asset to your company.

Yours sincerely,

Your full name

Telephone number

Own email address

- **Sample Email for a Volunteer Position**

From: (your email address)

To: (the addressee's email address)

Subject: Volunteer Position - Your Name

Dear Mr./Ms. last name,

I am interested in opportunities that may be available to volunteer at the St. John Senior Center. As a long-time advocate of the needs and welfare of the elderly in our community, I have experience working with senior citizens and would be thrilled to continue to do so in a volunteer capacity.

I volunteered as an aide at the Champlain Center and enjoyed being able to help senior citizens with arts and crafts. In this position, I assisted program participants with recreational projects, contributed to program planning and strategy sessions, and accompanied group field trips to local musical events and museums. I also participated in fundraising and community outreach initiatives.

If the St. John Center has a need for a dedicated volunteer, I would be thrilled to have the opportunity to assist you. My schedule is flexible, and I would be available to volunteer at your convenience.

Eager to learn more about your mission, successes, and challenges in serving our senior citizens, I would be grateful for the opportunity to interview with you at a mutually convenient time. I look forward to speaking with you.

Thank you for your consideration.

Sincerely,

Full Name

123 Any Street

Any town, Province, Postcode

Email:

Mobile phone number:

- Sample Job Application **Letter** (different format)

John Donaldson
8 Sue Circle
Smithtown, CA 08067
909-555-5555
john.donaldson@emailexample.com

Date

George Gilhooley
XYZ Company
87 Delaware Road
Hatfield, CA 08065

Dear Mr. Gilhooley,

I am writing to apply for the programmer position advertised in the Times Union. As requested, I am enclosing a completed job application, my certification, my resume, and three references.

The opportunity presented in this listing is very interesting, and I believe that my strong technical experience and education will make me a very competitive candidate for this position. The key strengths that I possess for success in this position include:

I have successfully designed, developed, and supported live use applications

I strive for continued excellence

I provide exceptional contributions to customer service for all customers

With a BS (Bachelor of Science) degree in Computer Programming, I have a full understanding of the full lifecycle of a software development project. I also have experience in learning and excelling at new technologies as needed.

Please see my resume for additional information on my experience.

I can be reached anytime via email at john.donaldson@emailexample.com or my cell phone, 909-555-5555.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

Signature

John Donaldson