

## Cover Letters

The following letter is suitable for applying 'on spec' to a company. This means that the company has not advertised a position but the applicant wishes to be considered for a job if and when a vacancy arises. The letter should be accompanied by a CV.

### Task 1

Choose suitable words from the box on the next page to complete the letter

	Apt. 7 Ranelagh Court Ranelagh Road Dublin 6 23 September 2006
Ms Anne Simpson Human Resources Manager Hilton Hotel Ballsbridge Dublin 4	
Dear Ms Simpson	
I wish to apply for a _____ with your company should a vacancy arise. I am _____ in working as a receptionist.	
I have had three years _____ working in reception and reservations in the <i>Royal Perth</i> in Perth, Australia.	
I _____ moved back to Ireland and I have just _____ a course in Tourism and Computers at The College of Catering and Hotel Management.	
I would welcome an _____ to work for the Hilton Hotel Group, as I feel the experience would be _____.	
I am _____ to start work _____ and I am _____ to _____ if _____.	
My _____ and two _____ are attached.	
Should you have a _____ at present or _____ any in the near future, I would be _____ to hear from you.	
Yours sincerely	
_____ Julia Roberts	

<b>experience foresee immediately interested necessary</b>	<b>relocate valuable available completed</b>	<b>opportunity pleased position recently references</b>	<b>willing CV vacancy</b>
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## Task 2

### Letter writing practice

Write your own cover letters:

- (a) A cover letter applying 'on spec' for a position as Sales Assistant to:

Ms Catherine Quinn  
Personnel Manager/ Human Resource Manager  
Dunnes Stores  
Blanchardstown Town Centre  
Blanchardstown  
Dublin 15

- (b) A cover letter replying to an advertisement in the Irish Independent, (today's date) for Bar Staff to:

Mr Jonathan Wood  
Human Resource Manager  
Phoenix Hotel  
North Circular Road  
Dublin 7

- (c) A cover letter applying to an advertisement for a job suited to your own experience, skills and qualifications