



Sample cover letter: Email cover letter + no work experience

(A Youth Central cover letter template)

Use this sample cover letter if:

- you're applying for a job that has been advertised
- you don't have any formal (paid) work experience
- you've been asked to send your cover letter as an email.

Some job ads ask you to submit a cover letter in an email instead of attached as a document. When this happens, the format of your letter will be a little different.

You should always send the email from a professional-looking email address (e.g., jayani@gmail.com, not zapbangpowdude@yolo.co.uk).

A good email cover letter should include:

- your name and the job title in the email's subject line (e.g., "Jayani Lal - Application for Administration Assistant role")
- none of the traditional letter formatting - leave out contact details and date and go straight to "Dear XXXX".
- an address to the reader directly (e.g., "Dear Mr. Moyle" - try to avoid using "To whom it may concern" if you can)
- an opening statement that briefly introduces you to the reader
- a main body that highlights qualities and characteristics you have that are relevant to the job
- a closing paragraph asking to arrange an interview
- a professional signature at the end of the email that includes your phone number.

If you don't have any formal work experience, things you can mention in your cover letter include:

- general skills that help you work in a team and as part of an organisation
- personal attributes that will help you learn to work in a professional work environment
- key strengths and contributions that show you are a stand-out applicant
- school work experience or volunteer work that demonstrates your strengths and attributes
- any sporting or community club participation (if relevant)
- any hobbies or interests that are relevant to the job or demonstrate your professional experience.

Key points of this cover letter are that it:

- introduces you to the reader
- responds to the requirements of the job
- attracts the reader's interest and refers them to your resume
- doesn't include too many "I" statements, which can run the risk of disengaging the reader.

If you have questions about this sample cover letter, email us at youthcentral@dhhs.vic.gov.au.

For more information about job applications, including more cover letter and resume samples, visit www.youthcentral.vic.gov.au.

From: joannet@gmail.com
To: enquiries@moyleretailsolutions.com.au
Date: 23 April 2015
Subject: Joanne Tint - Application for Casual Retail Sales Assistant position

Dear Mr. Moyle,

As a highly motivated and dedicated student with strong communication and interpersonal skills, I would like to apply for the position of Casual Retail Sales Assistant.

As a student I have been extensively involved in my school community, which has allowed me to develop strong interpersonal skills. My involvement in various events, including drama eisteddfods and sports carnivals, has allowed me to work closely with my peers while supporting the school community as a whole.

These experiences have allowed me to develop strong time management and organisational skills, which I see as being very important when seeking to work in casual employment while continuing to study.

Personal attributes that I believe make me suitable for this position include:

- **Motivation:** Volunteer participation and school results demonstrate high motivation.
- **Customer Service:** Assisting with the sale of products at community events has allowed the development of customer service skills.
- **Communication:** Acting in drama performances and working as an MC for school events has allowed the development of communication skills.

My teachers and educators have commended me for my willingness to participate and my dedication to helping out where possible. I enjoy working with others and believe that my strong communication skills will ensure that I can meet the expectations of this role.

I am aware that you will receive a large number of applications for this job, but I would very much appreciate the opportunity to demonstrate my capabilities to you in person.

I believe that I have a lot to offer your organisation. I am keen to develop my professional skills and look forward to discussing my application with you at an interview. I have attached a copy of my resume for your consideration. I can be contacted at all times on the details provided above.

Thanking you in advance for your time,

Joanne Tint
ph. XXXX XXX XXX