

Work Experience/Communications

W20008

Preparatory Study 3: Job Application/CV Cover Letter

Application Letter Writing

In this assignment you are required to write a cover letter for a CV, seeking an interview.

It is common to write a letter of application to a prospective employer, as a cover for the expected CV. In this role-play you are hoping for possible employment as an 'Office IT Assistant' having seen a recent advert of a vacancy in an office in Ryanstown. Write the cover letter to:

Staff Manager

Open Document Conversion Services

Wolfe Quay

Ryanstown

... seeking employment temporarily for the duration of your work experience. You are seeking experience working in a computerised office environment to assist you in achieving your FETAC Level 5 award in Information Technology from this College.

Use business letter tutorials from the Internet and what you have learned about letter writing in FETAC Communications and elsewhere to learn how to structure and format the letter appropriately.

Follow this guideline structure:

Briefly identify yourself and why you are writing to the company in your first paragraph. Outline what you want from the company in another paragraph. Proceed quickly to end (inviting a response) with a short final paragraph. Use a suitable complimentary close.

(Provide appropriate details including dates, return addresses etc. Put addresses etc on the LHS)

Guidelines

- The assignment should be submitted on paper with cover sheet using the submission box in Room 15. Ensure the assignment is officially date stamped and signed first.
- You will submit a second copy of the letter for Communications.
- This assignment is for paper submission only, as it may contain personal data.
- Failure to submit will not necessarily yield a verbal or written reminder. Submission of the assignment is *your* responsibility.
- The deadline for this assignment is: **12:45, Friday, 24-10-2014**