

COVER LETTER – BAD EXAMPLE

Marks and Spencer's

To whom it may concern,

I'm writing because I want a job at your company. I really like your clothes and your food and I would love to be able to work for you.

I have a qualification in customer service but I actually want to be a nursery assistant but I think this job would be able to give me a bit of money in the meantime. I also went to school and got some qualifications there too.

I enjoy meeting people and think that working on the till point would be fun.

I think I'd be really good at the job and think that you would love to have me.

Give me a call if I can come to an interview.

Thanks,
Jennifer Jones
07777555111

COVER LETTER – GOOD EXAMPLE

Jennifer Jones
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Tower Hamlets
London
E14 7JY
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07777555111

Marks and Spencer
Jubilee Place
45 Bank St
Canary Wharf
London E14 5NY

Dear Robert Brown,

I am writing regarding the current vacancy for a Customer Service Assistant for which I would like to be considered. I am a hardworking, positive young person who is eager to find new employment and consider Marks and Spencer's a reputable organisation to work for. This job role appeals to me because I am passionate about helping people and giving first class customer service to all – and this job role would enable me to do this.

I am aware that Marks and Spencer's are a company with extremely high standards of customer service, evident in their long provision for the past 160 years. It would be a privilege to work for such a company.

I believe I would be the perfect candidate for this job role as I have not only studied customer service but have had experience working in a customer facing environment – which can all be seen on my CV. I am dependable and reliable and thrive at working in a busy environment. I consider my team and people skills to be personal strengths.

Please find attached my CV and if any further information is needed, please don't hesitate to contact me.

I look forward to hearing from you.

Yours faithfully,

Jennifer Jones

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