

Cover Letter

It is important that a cover letter created enough interest, so that the reader will have a good impression of you prior to reading your CV or application form.

A cover letter should:

- Always be typed
- Not include fancy graphics or fonts. Cover letters are normally typed using “Times New Roman font size 12” or “Calibri font size 11”
- Be presented on good quality paper
- Include a contact name so that the cover letter can be directed to the relevant person when possible.
- Outline who you are, what you are looking for, the dates of the placements, why it’s important to you, some personal interest information.
- Highlight your strengths and specify why you would like to work for the organisation/ company.
- Use the sample cover letter template provided and adapt it to your needs.

A Curriculum Vitae

A CV is a snapshot of your life, at a particular moment in time and must be updated on an on-going basis. A good CV will get you a potential work placement or interview.

A CV should be:

- Always be typed
- Not include fancy graphics or fonts. Cover letters are normally typed using “Times New Roman font size 12” or “Calibri font size 11”
- Be presented on good quality paper
- Include the following information
- Personal Details
- Educational Qualifications: start with most recent and work backwards
- Other learning achievements: Gaisce Award, Speech and Drama Certificates, First Aid Certificates, School, Sports or Music awards.
- Work Experience
- Interests & Hobbies
- References

Use the sample CV template provided and adapt it to your needs.

Sample Cover letter seeking Work Experience

Home Address

Terenure

Dublin 6W

Date

087 7777777

Name of the Company

Address of the Company

Dear Mr... / Mrs .../ To whom it may concern,

I am a Transition Year student in Our Lady's School, Templeogue. We are required to undertake a one week work experience placement during Transition Year. This is an opportunity for me to develop my knowledge of the world of work and inform my career path. I am interested in exploring a career in (e.g. Accounting) and would appreciate it if I could spend one of our work experience sessions with your company (name of company).

I am a hardworking student, who loves the challenge of learning new skills and building on past strengths. I am ... (add some personal information as to why you are interested in this career choice, any previous work experience and include some personal interests).

There are four work experiences weeks available to me.

- Placement 1 15th - 19th October 2018
- Placement 2 4th - 8th February 2019
- Placement 3 25th - 19th March 2019
- Placement 4 1st - 5th April 2019

The placement will be covered by the school's insurance, and I assure you that I will comply with the conditions you lay down regarding work, safety and confidentiality.

Thank you in anticipation of your help.

Yours sincerely,

Type Your Name Here (sign above)

Curriculum Vitae

I am an enthusiastic, self-motivated student. I strive for the best in all that I do

(Your Name Here)

Personal Details:

Name: (My Name)

Address: (My Address),

Date of Birth: 01/01/1999

Nationality: Irish

Telephone No: 086 9xxxxxx

E-mail Address: myname@olschool.ie

Education

Post Primary: Our Lady's School, Templeogue Rd, Terenure, Dublin 6W

(2012 – Current)

Primary School: St. Pius X GNS,

(20xx – 20xx)

Examinations

Junior Certificate 2018

<u>Subject</u>	<u>Level</u>	<u>Grade</u>
English	H	Pending
Irish	H	X
Maths	H	X
French	H	X
Geography	O	X
Xxxxxxxx	H	X
Xxxxxxxx	H	X
xxxxxxx	H	X

Work Experience

Job Title: Sales Assistant

Date: September 2015 – Present

Employer: Mary's Candy Shop, Grafton St, Dublin 1

Ms. XXXXXX (Manager)

Duties:

- Counter sales
- Stock taking
- Answering phones
- Take in deliveries and clean shop floor

About Me

I am an outgoing person. I like to learn new things and meet new people. I enjoy working as part of a group and enjoy leadership opportunities. I give everything I try 100 percent effort and am very determined. I like new challenges and can learn from both success and failure.

Interests and Hobbies

I like to play guitar and I play in a band. I am interested in all types of music but enjoy punk rock. I like to travel and explore to meet new people and discover different cultures and ways of life.

Achievements

- Black Belt in Judo 2018
- Student Council Member 2017 – 2018
- School Spirit Award, 2016
- Attendance Award 2014 & 2015

Thank you for taking the time to read my C.V. I look forward to hearing from you

Signed: _____ Date: _____