

(Example of how to approach a cover letter when applying for a job)

29 May 2008

13 Dead End St  
Mt Roskill

Manager  
MusicMad Retail Store  
Queen St, Auckland

Dear Mr Aroha,

**Paragraph 1**

I wish to apply for the role of MusicMad retail assistant, advertised in the New Zealand Herald 27 March. The job combines two major interests of mine, people and music.

**Paragraph 2**

I am currently a Year 12 student at Mt Roskill Grammar School where my favourite subject is Performance Music. I am also part of the Kapa Haka group (or play in a school/ friends band or...other example). I have taken part in Stage Challenge for the past two years.

**Paragraph 3**

Last year I worked part time in a video shop and enjoyed interacting with people and helping people choose videos.

.....

OR IF YOU HAVEN'T HAD PART TIME SHOP WORK

Although I haven't worked in a shop before, I have done babysitting on a regular basis for a range of people and understand the importance of being responsible and reliable.

OR .....

Although I haven't worked in a shop before, I am currently part of a band (rugby team or .....) and understand the importance of being reliable and responsible.

**Paragraph 4**

Your music store is a favourite of mine because of the great range of New Zealand and overseas titles you carry so I was really keen to apply for this job when I saw it in the paper.

**Paragraph 5**

Included with this letter is my CV. I look forward to hearing back from you. I am available for an interview after school which finishes at 3.10 (IF HAVE SET COMMITMENT.... except Tuesday because of ..... practice).

Yours truly,

(SPACE HERE FOR YOUR SIGNATURE, THEN TYPE NAME BELOW SO IT IS EASY TO READ)

Mario Singh