Template Cover Letter for MCCHS Students

(Please note that this is a VERY broad template and that it should be edited on a per application process so that it is tailored for the job you are applying for.)

John Doe
123 Fake St
Suburbia, 5678
Contact Number: 0412 345 678

Date: [Insert Today’s Date]

[Name of Business]
[Address]

To whom it may concern,

I am enquiring about the [List the position applying for] you have advertised and was wondering if your business would have an opening for a motivated, conscientious and reliable person to join your staff.

I recently left school after completing Year 12 at Mount Carmel Catholic High School, Varroville. I have achieved at a high level throughout my school life. I have undertaken English and History subjects and have excelled in both these areas. This reflects my high level of communication skills, both verbal and written. I have also undertaken Mathematics and I am extremely confident and capable in this field. I am confident in the use of computers and have a proven ability to learn new skills.

(List the subjects you have under taken and show how they would relate to the job you applying for)

I believe that I could be a positive and valuable employee for your business due to my work ethic, determination and commitment to achieve my best. I am prepared to undertake further study where necessary.

(List some personal skills that you have and how it would benefit the workplace)

Please find attached my resume. Thank you for considering my application and I look forward to meeting you and providing further information in an interview.

(Thank the employer for their consideration and show your enthusiasm for meeting them in person)

Yours Sincerely

John Doe (hand signature in black ink)

John Doe