

Sample Cover Letter

Company name
Name of the person in charge of hiring
Title
Address
Date

Applicant's name
Address
Phone number

Dear Mr./s

I am currently a final year student at the University of and I will be graduating in June 2010.

My interest in Community Work has developed over several years, specifically through my membership of a local community centre, where I have been able to see at first hand the range of activities that a Community Worker is involved in. My final year project is based on local Community Development Initiatives in the inner city of Limerick.

As you can see from my CV, my academic and leisure activities have given me the capacity and confidence to work with people from a variety of social backgrounds. My ability to work under pressure has been illustrated by my handling of the requirement to study and to juggle domestic responsibilities efficiently. I believe that through the research for my dissertation I have shown myself to be capable of organizing my time effectively and using my initiative to come up with original ideas.

I am available for interview at anytime and should you require any further information please do not hesitate to contact me.

Yours sincerely

Name Surname