

## 8: Writing a cover letter



### Activity 1: Sample letter

Martin Jones  
19 Forfar Street  
Aberdeen AB63 1YV

Ms Alison Green  
Manager  
ABZ Property  
175 Lang Lane  
Aberdeen AB62 25D

14 July 2025

Dear Ms Green

**Re: Admin Assistant (Ref: TSMA YP1)**

I am writing to apply for the above post, which I saw advertised on S1 Jobs on 12 July. I am also attaching my CV for your consideration.

As you can see from my CV, I have some experience in admin through two periods of previous work and it's a job I really enjoy. It allows me to utilise my skills in communication, organisation and teamwork.

In between jobs, I have taken the opportunity to do some courses in business administration and Microsoft Office, to improve my skills and make sure that I keep up to date with technology and business practices.

I enjoy working with people, both customers and colleagues, and providing good service. I'm really keen to get into a permanent admin position and possibly work towards some more sector specific qualifications.

I know that your agency has won silver and gold in the British Property Awards, which means that you have a great reputation.

I hope my CV shows that I have the skills and potential to become an excellent employee. Thank you for your time and consideration. I look forward to hearing from you.

Yours sincerely

Martin Jones