Ms. Smith  
1 Woodland Way  
Woodlands  
W11 1WW

20th April 2015

Make sure to address your cover letter to the appropriate person. If you are not sure, then you could phone the organisation and ask.

Mr. Chris Hill  
Managing Director  
Unwin & Sons  
5 Cherry Street  
Woodlands  
W12 1WW

Dear Mr. Hill,

Remember to indicate where you saw the post advertised.

Please find attached my CV for the post of Personal Assistant, as seen in The Woodlands Herald.

I am very interested in working for Unwin & Sons and am impressed by the strong emphasis of your firm on supporting local community projects. I have highly relevant experience for the role of Personal Assistant and would be able to successfully undertake all aspects of the post with a professional and efficient attitude.

Use your first paragraph as an introduction and include why you are applying.

You will see from my attached CV that I was the PA to a director at Little by Little for over 5 years, during which time I was given responsibility for managing his diary and that of the wider team. I therefore have lots of experience in managing schedules and travel, which I note is a key aspect of the role I am applying for.

Use the following paragraphs to highlight one or two specific examples of how you would fulfil the role requirements.

At Little by Little I was trained in accountancy software Count51 and was given responsibility for managing the office budget, experience which would enable me to take on the financial management aspects of the advertised role.

Thank you for taking the time to consider my application. I am available for interview at any time and can be contacted using the details supplied on my attached CV. I hope to hear from you shortly.

Finish with a brief thank you, your availability, and that you hope to hear from them soon.

Yours sincerely,

Ms. Janet Smith