

Sample Application Letter / Cover Letter

44 Charlton Place,
Limerick City
20 February 2003

Ms P Murphy
Personnel Manager
Company Name
Address

Dear Ms Murphy

Please find enclosed a copy of my Curriculum Vitae in response for a Community Development Worker (ref 1P97) as advertised in the Limerick Post on 6 February 2003. I am currently a final year Cultural Studies student at the University of Limerick and I will be graduating in June 2003.

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 organising my time effectively and using my initiative to come up with original ideas.

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

Yours sincerely

Josie Maguire