

An example of a covering letter to accompany Jane Brown's CV for Game For a Laugh

24 Finsbury Road
London
NW1 3JT
11 January 2009

Claire Jones
Personnel Manager
Game For A Laugh
PO Box 22
Reading
Berkshire
RG2 2UG

Dear Claire Jones,

REF VB7A 09R MARKETING AND EVENTS COORDINATOR

I spotted your recent advertisement for the above position on the Prospects website. The role sounds very interesting to me and I would like to apply. Please find my CV enclosed.

I have come across Game For A Laugh several times in recent years when attending rugby events with my family and again at the Cumberland Trust Tennis Tournament. All these occasions have been noted for their success.

As you will see from my CV, I am a recent graduate with a degree that involves aspects of the leisure industry and marketing. I have several years' experience in customer service, administration and hospitality. I am comfortable using presentation software, databases and writing correspondence. I am also well practised at keeping a professional and calm attitude while juggling the many issues that can arise in a busy work environment. Further, I am bilingual (English/Korean) with a basic knowledge of Japanese and I have found this useful in working with an international clientele.

I have experience of playing a support role in many events that have taken place in the hotel where I used to work, and the restaurant where I am currently employed. This has given me the opportunity to work closely with event planners and managers. The experience has also helped with my degree modules relating to event management. I now feel I have gained a strong insight and working knowledge of what is involved in arranging a successful event.

What is not covered in my CV is my love of sports. Having grown up in a sports-mad family I am used to both taking part in sport and being a spectator. I am a particular fan of rugby, rowing, football and tennis. I have personally competed in both tennis and swimming events, as well as field hockey long ago in my youth. There is more to me than sports, and hard work, however, and I would love the opportunity to discuss my skills and experience in relation to this role.

Thank you for taking the time to consider this application and I look forward to hearing from you in the near future.

Yours sincerely,
Jane Brown
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