**Example covering letter**

Tony Campbell

20 Dives Place

Sheffield

S24 7HP

Today’s date

The Human Resources Manager

Warehouse One

1 Park Square

Sheffield

S3 0FU

Dear Sir or Madam

**Warehouse assistant vacancy ref HR9876**

I am writing to apply for the above vacancy as advertised on your website. Please find a copy of my CV enclosed.

I have recently left school and I am currently volunteering at a local food bank two days a week. I have also signed up to a short skills booster course through my local football team.

This has enabled me to develop skills in a range of areas including food and beverage services, working with people, and boosting my self-confidence.

As Warehouse One is a new business I feel my volunteering experience will be useful to help delivering a first-class service to every customer.

I would be happy to discuss my application in more detail at a time convenient to you and look forward to hearing from you soon.

Yours faithfully

Tony Campbell