

Sample Cover Letter: No Work Experience

This sample cover letter demonstrates the kind of things you need to address if you're applying for an advertised job, but you don't have any formal (paid) work experience.

A good cover letter should include:

- Your name, email address and phone number at the top of the page on the right
- The name of the business and the contact person's full name on the left
- The date you wrote the letter on the right
- A reference line (e.g., "Re: Application for Administration Assistant position")
- An address to the reader directly (e.g., "Dear Mr. Moyle" - try to avoid using "To whom it may concern" if you can)
- An opening statement that briefly introduces you to the reader
- A main body that highlights qualities and characteristics you have that are relevant to the job
- A closing paragraph asking to arrange an interview

If you don't have any formal work experience, things you can mention in your cover letter include:

- General skills that help you work in a team and as part of an organisation
- Personal attributes that will help you learn to work in a professional work environment
- Key strengths and contributions that show you are a stand-out applicant
- School work experience or volunteer work that demonstrates your strengths and attributes
- Any sporting or community club participation (if relevant)
- Any hobbies or interests that are relevant to the job or demonstrate your professional experience

Key points of this cover letter are that it:

- Introduces you to the reader
- Responds to the requirements of the job
- Attracts the reader's interest and refers them to your resume
- Doesn't include too many "I" statements, which can run the risk of disengaging the reader

The focus of this kind of cover letter is to prove that your personal qualities and characteristics are a good fit with the requirements of the job and also that they will make a positive contribution to the organization or business.

1234 Pearland Way
Pearland, TX
4/27/2017

Christian Dunn
Store Manager
Foot Locker
1058 Baybrook Mall Drive
Friendswood, TX 77546

Dear Mr. Dunn:

As a highly motivated and dedicated student with strong communication and interpersonal skills, I would like to apply for the position of Sales Associate.

As a student I have been extensively involved in volunteer work for my community, which has allowed me to develop strong interpersonal skills. These experiences have allowed me to gain strong time management, communication and organizational skills. After reading the job description I see these as being very important skills when seeking to work in a customer service environment as a Sales Associate with FootLocker.

I believe that I have a lot to offer your organization. I look forward to discussing my application with you at an interview and I have enclosed a copy of my resume for your consideration. I can be contacted at all times at the number and/or email address listed on my resume.

Sincerely,

Christian Dunn