

## Work trial covering letter template

### JOB SEEKER'S DETAILS]

Joe Bloggs  
24 Aston Locks Road  
Aston  
Birmingham  
BX 5XX

[INSERT DATE]

12<sup>th</sup> May 2015

[RECRUITING MANAGER'S NAME]

[POSITION]

[ADDRESS LINE 1]

[TOWN]

[CITY]

[POST CODE]

Dear [INSERT RECRUITING MANAGER'S NAME],

### Re: Work trial/Opportunities

Thanking you in advance for taking the time to read this letter.

I would welcome the opportunity to discuss with you any available opening to work for your company, either now or in the future. I have a wealth of experience in [INSERT AREA OF EXPERTISE] and have a passion for this sector. In addition, I can bring to your company a wide range of personal attributes. I am a [PERSONAL ATTRIBUTE ONE],[PERSONAL ATTRIBUTE TWO] and [PERSONAL ATTRIBUTE THREE] individual, who is able to perform well under pressure and to tight deadlines.

Currently, I am unemployed but have been very proactive in trying to change this situation. My long term aim is to secure part time/full time employment. However, in order to prove myself and my potential value to your company, I am prepared to work for [INSERT NUMBER OF HOURS PREPARED TO WORK] hours per week over [INSERT NUMBER OF WEEKS PREPARED TO WORK] weeks. During this time, I hope to showcase my skills and prove to you that I would be a valuable long term asset to your company.

I am keen to work for [INSERT NAME OF COMPANY] because of your reputation for quality products, opportunities for career progression and because you are a market leader. Please find attached a copy of my CV which highlights the reasons why I feel I can become a valuable asset to your company. I am available for an interview immediately and at your convenience.

I appreciate you taking the time to review my application and hope very much to hear from you soon, thanks again.

Yours sincerely

[INSERT NAME]

Enc.