

Job hunters' toolkit

Tools to get you into employment



Your cover letter

What to include

Your contact details

Write, in this order:

- your full name
- your address
- your email address
- your phone numbers
- your LinkedIn address.

Date

Include the date you send the letter.

Their contact details

Write, in this order:

- the name of the person
- their job title
- their organisation and address.

Contact person

Address the person by their name if possible. Contact the organisation and ask. If you cannot find the name, put "Dear hiring manager".

Reason for the letter

- Write out the full job title and any reference numbers as a heading.
- State you are applying for the named position and where you heard about the job.

Why you want to work in this position for the organisation and what you know about the organisation

- Be enthusiastic and show that you have thought about the job and why you would like to work for them.
- Make positive comments about the organisation, eg, their reputation, performance and product.
- Remember it's about what you can do for them, not what they can do for you.

Template

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Jane Smith
HR Manager
Wubsay Franchises
PO Box 1234
Wellington, 6011

Dear Jane

Re: Wubsay Restaurant Manager

I am writing to apply for the position of Restaurant Manager at Wubsay Wellington City as advertised on Seek. Please find attached my CV to support my application.

The values of Wubsay around honesty, quality and customer service appeal to me. I have always gone the extra mile when working with customers, ensuring my team provide them with quality food and excellent service.

What to include

What you will bring to the role

- Highlight how well you match the requirements for the job.
- Outline your hard or technical skills, experience and knowledge that is required for the role.
- Soft skills, personal goals, excitement and enthusiasm.

Finishing off

- If you are applying for a vacancy, thank them for considering your application.
- If you are writing to ask for an opportunity to discuss your application, state your intentions to follow up with a telephone call.

Signing off

- Be professional with your farewell, not too formal or too familiar. Write out your first and last names and sign above your name unless you are applying online.

I have extensive experience working as a Restaurant Manager in high-profile restaurants Cafe LaFairy and Freepav, Wellington. Within each of these roles, I led a team of kitchen and front-of-house staff to provide exceptional dining in experiences for customers. My role also included budgeting, stock control, training and hiring.

During my time at Cafe LaFairy I improved profits by 25% and reduced staff turnover by 30%.

I am dedicated to continuous learning and improvement and am a member of the Restaurant Association of NZ and Restaurant Manager Association. I enjoy staying up to date with developments within the hospitality industry and attend meetings once every fortnight.

I am very excited about this opportunity with Wubsay and believe that I would both add value within your team and fit into your team culture extremely well.

Thank you for considering my application. I look forward to hearing from you.

Yours sincerely
Shane Paku



Check out our CV and cover letter templates:

careers.govt.nz/job-hunting/cvs-and-cover-letters/templates