

Graduate covering letter template 1

[JOBSEEKER'S NAME, FULL ADDRESS INCLUDING POST CODE, TELEPHONE NUMBER & EMAIL]

[RECRUITING MANAGER'S NAME]

[POSITION]

[ADDRESS LINE 1]

[TOWN]

[CITY]

[POST CODE]

[INSERT DATE]

12th September 2012

Dear [INSERT RECRUITING MANAGER'S NAME],

[INSERT POSITION APPLIED FOR/JOB REFERENCE NUMBER]

I am writing to express my interest in the [INSERT JOB TITLE], currently advertised [INSERT WHERE YOU SAW THE ADVERTISED POSITION]. I would like to apply for this vacancy, and enclose my CV for your consideration.

My interest in [INSERT INDUSTRY/CAREER] was apparent when I attended a presentation by [INSERT NAME OF THE COMPANY YOU ARE APPLYING TO]. I found the presentation to be intriguing and I am confident that with my experience and skills I can help your company meet any challenges it faces in the future.

I have a strong academic background having completed a degree in [SUBJECT AREA] at the [NAME OF UNIVERSITY]. Whilst studying there I also worked part time as a [JOB TITLE] with [NAME OF COMPANY], where I have gained a reputation for making the right decisions about [INSERT AREA OF EXPERTISE ONE],[INSERT AREA OF EXPERTISE TWO],[INSERT AREA OF EXPERTISE THREE] and [INSERT AREA OF EXPERTISE FOUR]. This combination of working whilst studying has equipped me with both the practical and theoretical knowledge needed to succeed with [INSERT NAME OF THE COMPANY YOU ARE APPLYING TO] who are one of the most recognisable industry names in the world.

Having extensively researched [INSERT NAME OF THE COMPANY YOU ARE APPLYING TO] values and products, I was especially interested in [INSERT HERE WHAT ASPECT OF THE COMPANY ATTRACTED YOU]. I feel certain that my strong [INSERT SKILL/PERSONAL ATTRIBUTE ONE] skills coupled with my ability to [INSERT SKILL/PERSONAL ATTRIBUTE

TWO can greatly enhance your company's already impressive performance. I have gained an excellent reputation not only for my impressive **[INSERT SKILL/PERSONAL ATTRIBUTE ONE]** and **[INSERT SKILL/PERSONAL ATTRIBUTE TWO]** but also for my **[INSERT SKILL/PERSONAL ATTRIBUTE THREE]**.

In summary, I am able to offer **[INSERT NAME OF THE COMPANY YOU ARE APPLYING TO]** great enthusiasm, proven track record of responsibility, integrity and commitment to your company objectives. I feel that your company is the type of organisation in which I would excel, and I'm convinced that my strong academic background, experience and personal attributes would make me a perfect fit for this vacancy.

The attached CV will provide a more complete overview of my accomplishments. I thank you in advance for considering me for the current vacancy and would very much like an opportunity to meet with you personally to discuss my application further.

Yours sincerely

[INSERT NAME]

Enc.