

Namey McName
5 Streety Street,
Towny Town,
TT1 2SS

Ms Bossy Deboss
XYZ Ltd.
Laney Lane,
Towny Town,
TT1 9LL

15 February 2012

Dear Ms Deboss,

RE: Graduate Trainee post GTS1012

I am a final-year Example Studies student at the University of Essex and I am writing to apply for the above position at XYZ Ltd. as advertised on the University careers website. I have attached my CV for your consideration.

I first became interested in Example Studies when I was in sixth form and managed to arrange to spend a week of my holidays work-shadowing a recent graduate at ABC Ltd., which helped me to confirm my degree choice with a view to progressing on to a Graduate Trainee role. Getting an insight into the example industry gave me a strong understanding of the skills that would be required for this type of role. As you will see from my CV, throughout my studies I have been committed to improving my ability and relevant experience, managing my time effectively and prioritising my work and commitments to ensure I maintained my strong academic achievement and consistently met my deadlines.

I am particularly attracted to the Graduate Trainee role at XYZ Ltd., as I can see from your website that you have impressive business development objectives and I know from media coverage in recent years that you are an industry leader in the example sector, including winning the 123 Award for 2011. I share your organisation's values, in particular relating to sustainability and supporting the local community, and feel I could make a significant contribution in this role given the chance. It's evident from your job description that training and development are a significant aspect of the role, which would help me to improve my effectiveness as an employee. I am also interested in the opportunity to really get involved in decision making, and find it encouraging that there's potential to develop leadership.

I spoke to one of your recruiters at the 2011 Options fair organised by the Employability and Careers Centre at university and have been following your Graduate Scheme details and updates on Twitter. I am confident that I have the right experience, skills and qualities to fit in with your team. I get on well with others, having worked in teams previously, including leadership roles, completing both academic and professional projects. I am also very flexible and work well independently. As you will see from my Customer Service experience in my CV, I took the initiative to suggest changes that led to improved procedures in the store, also demonstrating my aptitude for problem solving. I have excellent interpersonal skills and can communicate professionally, including experience in delivering presentations, the most significant being to management and colleagues on completion of my internship last summer. If successful in securing the position of Graduate Trainee I assure you I could make an effective contribution to your team.

I would welcome the opportunity to discuss my relevant experience and skills with you in more detail. I am available for interview at your convenience and look forward to hearing from you.

Yours sincerely,

Namey McName

Tip

Where possible address your letter to a named person. This information is often provided, but if not, it's acceptable to contact the employer to ask who you should direct your application to.

Tip

Let the employer know why they are receiving your CV – the first thing they'll want to know is who you are and specifically why you are contacting them. Remember that they may be advertising multiple vacancies at the same time so if a reference number is provided, use it.

Tip

Outline why you are interested in the role, customising your letter to the job description and the organisation you're applying to.

Tip

Tell the employer specifically what attracts you to working for them in particular, show them that you have made an effort to do some background research. Generic 'one size fits all' covering letters give the impression that any job anywhere will do, but employers want applicants committed to working for them and genuinely interested in the role they're offering.

Tip

Give an overview of why you are suitable for the role, using the person specification as a guide. There's no need to repeat everything that's in your CV, rather you should highlight your skills and a couple of your key selling points to entice the employer to read your CV (it's also ok to use this opportunity to include anything significant that didn't quite fit in your CV).

Tip

Close with a statement like this that encourages further action. This would also be the point to introduce any dates you are not available to be contacted or to attend an interview.

Tip

When addressing a named person, it's good practice to sign off 'Yours sincerely'. If you've been unable to get a named contact and had to resort to using 'Dear Sir/Madam' or another alternative then sign off 'Yours faithfully'.