

An example of a standard covering letter

Mrs L Groom
Graduate Recruitment Manager
The High Roller Group
Blue Base Road,
Birmingham. B1 2BE

Include the person's name,
position and full address

3 Lappage Court
Tyler Green
Bucks, HP8 4JD

23 June 2011

Dear Mrs Groom

State where you saw the job advertised

Trainee Decision Maker

I am writing to apply for the above role as advertised in the Real Prospects Directory 2011 and enclose my CV in which I have systematically addressed the skills you require.

Outline what attracts you to the role,
showing that you have done your research

I first became aware of The High Roller Group at The London Graduate Recruitment Fair in December 2010 and was impressed with the staff at the stand and the company profile. I am particularly attracted by the emphasis your company puts on 'working with clients to understand their needs and those of their customers or pension scheme members.' Furthermore, I am excited about The High Roller Group training scheme because it offers a platform of learning and experience which leads to a wide range of opportunities.

The graduate roles on offer suit the knowledge and skills I have gained on my degree, and my personal attributes. My degree offers a firm foundation of theory and principles related to your two main services, i.e. customer management and improving quality and efficiency. I am also an avid reader of the financial press and aware of current trends and developments within the insurance and pensions industry, as demonstrated in my final year dissertation.

Highlight the key skills and
experiences you have to offer

My CV shows a range of roles where I have demonstrated high level communication, interpersonal and interpretive skills so I am confident that I can build and maintain productive relationships with clients and colleagues at your organisation. I would especially like to draw your attention to my six-month internship in Madrid where I successfully performed precise and exacting tasks in another language and culture.

In my CV I have also outlined my aptitude for maths and practical number ability as demonstrated during my technical degree and my experience as a financial assistant.

If you would like something taken
into account express it here

I hope that, on consideration of my CV, you will be persuaded of my potential to perform well on this training scheme and make a real contribution as a member of your firm. I can be available for interview at any time and look forward to hearing from you.

Yours sincerely

Ashley Gill

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