

An example of a covering letter from an international student

Mr. Ross Green
 Graduate Recruitment Manager
 Greenlands Accountants

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 23 July, 2011

Always say where you saw the job advertised.

Graduate Tax Training Scheme

Dear Mr. Green,

I am writing to apply for your Graduate Tax Training Scheme advertised in the Real Prospects Directory and enclose my CV for your consideration.

I first became interested in tax work through an Insight into Accountancy day attended in June last year. I feel that tax work would be an ideal way to combine my skills and interests in business, problem solving and working with people, and this interest has been confirmed speaking to a number of tax trainees at a Graduate Recruitment Fair in November 2010. I am particularly attracted to the opportunity to work closely with individuals to maximise opportunities for their businesses.

Greenlands attracts me because of the range of opportunities provided within your training scheme, as shown by your Investors in People award. At this stage, my main long-term interest is in corporate taxation and I believe a thorough grounding in different aspects of the complex area of taxation can only be beneficial. Your emphasis on client satisfaction is particularly appealing.

Explaining why you are interested in that company is a real asset in a covering letter.

I am a highly numerate and IT literate student with a strong emphasis on team-working. Supporting a range of financial and administrative projects with Freshlands in China enabled me to develop my project management skills, and my experiences in customer service roles have really helped me to understand and interpret the needs of clients. At Freshlands, I needed to pick up a large amount of business and technical information in a short time in order to work as an effective member of the team and to provide clients with the quality of information and service that they expected.

As my pre-University education was in China, I am unable to translate my qualifications into equivalent UCAS points. However, entry grades onto my degree studies were BBB and the university were happy to accept me onto the programme. My examination results were strong with an overall result of A*. On average, this grade is awarded to only the top 5% of students each year. Although I do not currently have permission to work in the UK after graduation, I believe that it is possible for an employer to sponsor an application under the Business & Commercial work permit scheme for me. More information for recruiters can be found on www.workpermits.gov.uk. Alternatively, the international student adviser at my university is happy to answer any initial questions that you may have about work permits.

I hope that, on consideration of my CV, you will be persuaded of my potential to perform well on this training scheme and to 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

Ming Su

Ming Su (Lily)