BATH SPA UNIVERSITY Careers

GET A HEAD START

Guide to...

# Covering Letters and Emails

**Bath Spa Careers**
www.bathspa.ac.uk/careers
http://careerhub.bathspa.ac.uk

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# Introduction

You will be asked to include a covering letter with most applications for jobs, internships or work placements. Usually, the covering letter accompanies a CV or application form, or sometimes both. The cover letter is particularly important if you are only submitting your CV as both documents work together to form your whole application.

The cover letter is often the first document to be read, so it must immediately demonstrate that you have read the job description, that you understand what the job is about and that you have researched the company. It also gives you an opportunity to highlight your most relevant attributes, skills, knowledge and experiences.

# Speculative applications

If you are applying speculatively (i.e there is no advertised role), then the covering letter is vitally important as the recipient is not necessarily expecting your application. You will need to be clear about what you want, but also why you will be a valuable addition to their organisation.

Always think quality over quantity when making a speculative approach; sending off as many CVs and letters as you can is unlikely to be successful.

Your cover letter, along with your CV or application, must entice the employer. Through your enthusiasm for the job role, company and industry, a well written, targeted cover letter works to convince the employer to invite you to an interview, something a general, untargeted covering letter cannot do.

You will need to:

- Read the job details if available, or seek to find more information about the sorts of roles available by researching job profiles and job adverts;
- Research the company and sector thoroughly and as widely as possible;
- Tailor your letter to the specific organisation and job, or role you are applying for;
- Use the letter to convey your enthusiasm and interest in the position;
- Emphasise your key selling points and link them to the job role.

## Top tips

- Always follow exactly any instructions given by the employer.
- Keep it succinct, focused and well-structured; your covering letter should be no more than one side of A4.
- Some employers, including hospitals and schools, may expect a longer letter and in this instance, you can include a more detailed description of your relevant experience.
- Whenever possible, address the letter to a named individual. Never use “To whom it may concern”. If you don’t have a named contact, you may have to phone the organisation to obtain the name of an appropriate contact.

- Use the conventional business letter format which means including both your, and the employer's address.
- Use, 'Yours sincerely,' to sign off your letter when writing to a named person and use 'Yours faithfully' when you have no named contact, i.e you address the letter to, 'Dear Sir/Madam.'
- Style and content won't make up for poor spelling or grammatical errors.
- Use clear, professional language and don't use jargon or abbreviations.
- Positive, power words and action words will give your letter greater impact; see our 'Guide to… Power Words'.
- Match the tone of the letter to the organisation. An advertising company may appreciate a more flamboyant approach, especially for creative positions. A law firm is more likely to appreciate a traditional approach.

# Possible structure

### Opening sentences

State your reason for writing, name the specific position for which you are applying including the job title and reference number if there is one. Mention where you found the job listed (e.g company website, university careers website or newspaper).

For example: "I am writing to apply for the position of customer service adviser, ref: 10001, as advertised on jobsite.co.uk."

For speculative approaches be clear about what you are asking for, e.g: "I am writing to enquire about work shadowing at [company name]."

### Next sections

You need to address two points in the next two or three paragraphs: why you are applying to this particular company and why they should consider you for the role.

**Why them?**

- Explain why you are interested in working for this particular employer, in this industry and in this role.
- Don't be vague; find specific reasons why you want to work for them. For example, maybe their products or services appeal to you, or the clients they work with, or is it their company ethos?
- Research the company, look at their website and ideally, find out as much as you can by looking at their annual reports, the business press or by talking to people who work there - try the Bath Spa Alumni Facebook Page or LinkedIn University pages for contacts.
- Demonstrate that you understand what the job entails by stating what attracts you to the role and your aspirations for the future.
- Convey passion and enthusiasm (although avoid using the words 'passionate' and 'enthusiastic' as these are overused). Make the employer feel that you really want the job.

**Why you?**

- Highlight why you would be great at the job by emphasising your key strengths and linking them to the job role. Remember to refer to the job description and person specification to help.
- You can talk about your degree, work experience, placements, volunteering, hobbies and interests if they strengthen your letter, but avoid simply restating the information in your CV word for word.
- This section might take up more than one paragraph, but try and keep each paragraph limited to one idea or subject area to aid clarity and structure.
- Avoid general statements, be specific and provide evidence to support what you have written. Check that you have not repeated the same points.

### Closing section

Avoid telling the employer that you are ‘the perfect person for the job’ here. Instead, reiterate your strong interest in the position and state when you're available for interview. If it's a speculative application, indicate that you'll follow up with a phone call in a week or two.

## Additional information

There may be additional information that you would like to share with the recruiter, but you may be unsure how to approach it. For example, you may have a disability, visa restrictions on your eligibility to work, poor exam results, gaps in your CV, or changes of career direction.

There are no "rules" about doing this but you may find it helpful to meet with a careers consultant to discuss your approach.

Generally, you should use your cover letter to present this information with a positive focus. You can highlight what you learned from the experience, or the qualities you have gained through overcoming obstacles. Stick to the facts and be clear about why they need to know this information. Take a look at the example cover letters in this guide for ideas.

# Common mistakes

**Too short** – your letter is as important as your CV and your chance to highlight and expand on your key skills and achievements relevant to the job.

**Too much text** – make your letter easy to read, make good use of white space, paragraphs or even bullet points.

**Too much emphasis** - on what you hope to gain from the job rather than what you can offer the employer.

**Forgetting to mentioning the recruiter** and why you want to work for them.

**Using weak or passive language;** avoid such phrases as 'I feel' and 'I believe'; your statements will be much stronger without them. Try to use phrases such as 'I am confident that…' or, 'I am convinced I can…' or, 'I am positive that my…'.

**Starting every paragraph with 'I'** - use a mixture of words to start sentences. For example, 'Having studied English, I…' and 'Throughout my work experience I…'

**Repeating word for word what is in your CV** – draw out and expand upon the most relevant highlights, but not every fact.

**Typos, spelling mistakes and poor grammar** - make sure your spell checker uses UK English and, if possible, ask someone else to proofread your CV and covering letters.

# To attach or not to attach…?

When emailing your application you should follow any submission instructions that you have been given. If there are no instructions, attach the CV / application form and the cover letter as separate documents so they can be printed out easily. In the body of the email include a brief note similar to the following:

> Dear X,
> Please find attached the documents for my application for the position of [job title].
> I would be grateful if you could confirm receipt.
> Yours faithfully,
> [Your name]

If you are applying speculatively you can write the cover letter as the body of the email instead, so that you are grabbing their attention immediately.

# Additional resources

**Prospects: Cover letter examples**
http://www.prospects.ac.uk/covering_letters.htm

**TargetJobs: How to structure your covering letter**
https://targetjobs.co.uk/careers-advice/applications-and-cvs/271393-covering-letter-essentials-for-graduate-vacancies

**National Careers Service - How do I write a covering letter?**
https://nationalcareersservice.direct.gov.uk/advice/getajob/cvs/Pages/writeacoveringletter.aspx

**'Cover letter example using copywriting techniques', The Guardian**
http://www.theguardian.com/careers/cover-letter-example

**'Covering letter tips: expert advice for graduates', The Guardian**
http://jobs.theguardian.com/article/4351357/covering-letter-tips-expert-advice-for-graduates

**'Three excellent cover letter examples', The Guardian**
http://www.theguardian.com/careers/covering-letter-examples
Advice on how to employ a creative approach to your covering letter when applying to creative jobs.

**TotalJobs - How to write a cover letter**
http://www.totaljobs.com/careers-advice/cvs-and-applications/how-to-write-a-cover-letter
Downloadable example templates.

# Email covering letter - work placement

From 'The Creative CV Guide' by Jan Cole

To: d_tracy@bskyb.webmail

Subject: Work Placement

FOR THE ATTENTION OF:
David Tracy,
Executive Producer of Rugby Union,
Sky Sports,
BSkyB

Dear Mr Tracy

I am writing to enquire about a work placement with Sky Sports Rugby Union Department and hope you will consider me for this opportunity. Sky Sports' comprehensive coverage of domestic, international and southern hemisphere rugby union is second to none. As a journalism student and passionate rugby fan I would very much like to learn from individuals at the forefront of this excellence.

In June this year, I expect to graduate with a BA Honours in Journalism from the University for the Creative Arts and my ambition is to become a sports journalist. Playing and watching rugby forms a dominant part of my life. Before moving to university I played county and divisional rugby in the South East. Since then I have been a member of the Harlequins U19s and U21s and this season I also captained my university's 1st XV and represented English Universities.

I have good written and verbal skills and have written journalism experience as Sports Correspondent for UCA's student newspaper; I am also currently working as a trainee with a commercial radio station in Surrey.

I can be available for a placement any time during March and April and would be happy to attend an interview at any time convenient to you. Please find attached a copy of my C.V. Thank you for your time.

Yours sincerely,

Joe Cooper

3rd Year BA (Hons)
Journalism
07777 123456

# Email covering letter - Internship

From 'The Creative CV Guide' by Jan Cole

FROM: Simona Bartini. simona.bartini@webmail.co.uk
TO: Janine Gregory, janine@edwardevans.webmail
SUBJECT: Internship

FOR THE ATTENTION OF:
Janine Gregory,
Curator
The Edward Evans Gallery

Dear Ms. Gregory,

Firstly, I would like to thank you for giving such an interesting and informative talk to the Fine Art students on the subject of working with galleries. During your presentation you mentioned that the Edward Evans Gallery offered seasonal internships during the summer and I am writing to enquire further about this opportunity.

I am a keen and frequent visitor to the Edward Evans Gallery and have found your contemporary collection to be both inspirational and thought provoking. I was so inspired by the work of John Harrison displayed in your gallery that for my dissertation I have made a comparison of his work and influences with that of other 20th century artist's living on the South Coast.

As you will see from the attached CV, I have developed strong administration skills through my part-time work at KKS & Partners. In addition, my Fine Art studies have required me to undertake meticulous research which I have logged for ease of reference. Last Summer I was a member of the organising committee for our interim course show which involved liaising with both the gallery manager and other students. Although I will, of course be bringing these skills to the gallery, the most important assets I have to offer are my passion for the work you exhibit, a willingness to work hard and a desire to contribute in any way I can, to your winning team.

I would very much appreciate the opportunity to discuss the internship with yourself or a member of your team and would be happy to attend a meeting at the Gallery at your convenience.

I look forward to hearing from you.
Yours sincerely,

Simona Bartini

# Email covering letter - Internship

From ‘The Creative CV Guide’ by Jan Cole

'Hero' – Bombay, India, Autumn 2007

Aneta Weedon
Human Resources
Talkback THAMES
20–21 Newman Street
London W1T 1PG

16 July 2008

Dear Ms Aneta Weedon

I am applying for your advert for freelance rigger/driver at The Bill.

I am a hard working, dedicated and passionate person and believe my work is evidence of this. My professional experience and chosen specialist path through University has given me the skills detailed in your job advert along with the foundations to build upon to succeed in my career.

Upon completing a media course in 2004, I moved to Dubai to work for a production house as a runner. After a few weeks of training, I moved to work with the camera department as a VT operator. I began assisting the (then) current operator on commercials, and soon took over this position. Over the following months, I worked on productions for clients such as Snickers, Pepsi, Opel and Ford with budgets in excess of £1,000,000.

During these shoots I became competent operating on formats from VHS to Mini DV to Hard Drive on multi-camera set-ups. I worked well under the extreme pressures, always conducting myself with professionalism when addressing crew, the director and clients.

Since returning to England, I have completed a BA Honours in Film and Video Production at University College of the Creative Arts gaining a First Class degree. During these 3 years, I have dedicated everything to my work, which is evident in my showreel. At the beginning of 2008, I was awarded the Dougie Slocombe Scholarship for Cinematography, presented by Billy Williams. The course has equipped me to work on all aspects of production.

Please consider me for this position. I feel I can fulfil everything you require, and believe this will be a fantastic opportunity for the start of my career.

Thank you for your time.

Yours sincerely

Mike Linforth

**Contact details:**
16 Bridge Square, Farnham, Surrey GU97QR
Telephone: 07870 819 183
Email: mike_linforth@hotmail.co.uk

# Covering letter - unadvertised post

From Prospects.ac.uk

Include the person's name, position and full address

3 Lappage Court
Tyler Green
Bucks, HP8 4JD

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

23 June 2011

State where you saw the job advertised

Dear Mrs Groom

**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*

Ashley Gill

# Covering letter - advertised post

From Prospects.ac.uk

18 Floral Place,
Ash Lane,
Normanton,
NM8 6AY

18 May 2013

J A Parsons,
Headteacher,
Alderton Primary School,
Thistle Avenue,
Normanton,
NM8 1GX

Dear Ms Parsons,

I am writing to apply for the position of Learning Mentor, as advertised on the Prospects website.

During and since completing my BA in Learning Studies I have been working as a Play Leader for Top Tots to gain practical experience of working with children. This experience has been invaluable in putting into practice some of the educational theory I learned in my degree.

In particular I have learned how to respond to a range of children's needs and to understand that their behaviour is not always a rational response to their circumstances. For example, I worked with a child who was behaving aggressively towards other children and another who was withdrawn and unsociable; through play activities I learned that it was the former child who lacked self-confidence and who needed the most encouragement of any in the group.

My previous employment in arts administration and retailing developed strong interpersonal skills and my capacity to deal with multiple demands on my time and resources. I had to balance the requirements of the funding bodies with the users of the website while, at the same time, organising exhibitions and artists. I found that I have both the stamina and the organisational ability to thrive in these circumstances and feel sure that the skills I learned will be an asset to a busy primary school. In retail work it was not uncommon to be dealing with one customer as another sought help and as the phone began to ring.

The reason I embarked upon my degree course is because I have a love of learning. I would very much welcome the opportunity of an interview to explain how I can combine my enthusiasm for learning, art and drama for the benefit of children in our community.

Please find my CV attached.

Yours sincerely,

# Speculative covering letter

From Prospects.ac.uk

Include the person's name, position and full address

Mrs Hannah Simpson
Young People's Counselling Group
Denby Road,
London. NW9 8ET

Shawn Andrews
42 Benson Heights
Didcot, Oxon
OX55 5YT

23 June 2011

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

State where you heard about the organisation

Dear Ms. Simpson

Possible openings

Your new charity has come to my attention because it offers practical counselling and related services to young adults. Whilst listening to your recent BBC interview I was particularly moved by your experiences with young people in your area and how you got the idea for your charity in the first place. I would really like to be part of this project and have enclosed my CV to highlight my relevant skills and experiences.

As you can see from my CV, I am about to graduate from university with a degree in youth work. I have completed projects in the local area that have increased young people's confidence and have tackled bullying. My final paper is entitled 'Inner City Youth: Myths and Morality' for which I surveyed the opinion of 30 adults and 45 young people. I found that there is a dangerous disconnection between the two groups which I want to address in my career.

Highlight the key skills and experiences you have to offer

I have also completed two years towards a counselling qualification during which I have developed a strong ability to listen to young people in a non-judgemental way and give them the tools to help themselves.

Furthermore, I volunteer at MUZIK, a community programme which lends out instruments to local people, provides free music lessons and creates local bands. During my time at MUZIK I have supported numerous young adults and have also gained valuable fund-raising through networking and applying for grants.

I would be grateful to have a chance to discuss my skills and experiences with you and to learn more about your work. I will call next week to see if we can arrange a convenient meeting.

Yours sincerely

*Shawn Andrews*

Shawn Andrews

# Speculative covering letter

From Prospects.ac.uk

19 Chinston Street,
Lower Cloughton,
Nantshire NW3 1FW

1 May 2013

Ms A Wren,
HR Manager,
Just Boom Finance,
Chapel Lane,
London SW12 9BV

Dear Ms Wren,

I am writing to enquire as to whether there are any suitable vacancies in the audit department at Just Boom Finance.

I would like to draw your attention to my most relevant qualification and experience:

- I am predicted to achieve a 2:1 in my BSc Finance and Accounting degree. This programme, which is accredited by the Association of Financiers, provides thorough preparation for a career in audit.
- My work placement and subsequent employment at Thrift Financial enabled me to see how aspects of the professional services industry work together and to understand the importance of the audit function in supporting clients' financial and business development. During this time I participated in a new client interview in which my mentor supported a new business to establish new record and reporting systems.
- I have excellent interpersonal skills which I have developed while representing my course in an institutional audit event, undertaking part time retail work, and working as a volunteer for St John's Ambulance.
- My IT skills are strong and I have proved to myself that I can learn complex applications, such as how to analyse data using statistical packages.
- I work hard and remain effective under pressure; I have consistently achieved all deadlines set and take care to ensure that I plan ahead and prioritise my workload.

Having considered a range of roles in the financial services industry I feel sure that I can make a strong contribution to the work of an audit department and put what has been described as my 'forensic' attention to detail to good use.

Please find my CV attached. I would be grateful if you would consider me for any suitable positions. I am available for interview at any time and look forward to hearing from you.

Yours sincerely,

Martin Grantford

# Covering letter disclosing a disability

From Prospects.ac.uk

25 Beech Road
Oxford
OX12 4 BE

Sarah Jones
Harpers
London
5th March, 2005

Dear Ms Jones

I would like to apply for the position of Marketing Assistant as advertised on your website on 28th February, 2005. I recently graduated with an honours degree in History and have six months' experience in customer service roles and marketing projects.

Studying history has enabled me to develop a range of skills, in particular those of analysing and interpreting complex information and presenting arguments and conclusions effectively both in writing and orally. As you will see from my CV, I have had a range of experience, which has further developed my ability to build a rapport with a diverse range of clients and contribute effectively in team working relationships. For example, my work at Booth & Co. involved me developing systems for internal communications and delegating tasks within our project team.

My marketing exposure has built on my initial interest in a marketing career. I really enjoy the opportunity to work closely in multidisciplinary teams and draw upon my creativity, numerical and project management skills to help clients. Harpers particularly attracts me owing to its focus upon voluntary sector clients and scope for team-based marketing assignments.

In 2003, I was diagnosed with multiple sclerosis. Although this has required a number of hospital appointments to help me to manage my condition in the past, I have always managed my time effectively to complete deadlines and minimise disruption to colleagues. Managing my condition has also taught me how to take a positive approach to overcoming hurdles, project plan and keep others informed along the way. Such measures enable me to live a life with minimum disruption. I do not foresee any additional support needs at this time.

I am pleased to supply further information in support of my application
and include my CV for further information.

Yours sincerely

Lucy Perkins

# Covering letter disclosing a disability

From Prospects.ac.uk

14th April 2015

HR Manager
The Oden Group
The Grange
Liverpool
LS1 9BD

Job reference: Application for teaching assistant vacancy

Dear HR Manager,

I am writing to express my interest in the role of teaching assistant at The Oden Group. I recently had the opportunity to meet with a company representative at my university careers fair and it was inspiring to hear about the organisation's values and find out more about the role.

I will be graduating in July with a degree in sociology and would consider this to be a great opportunity to build on the skills and experience that I have already acquired in this area.

Last summer, I undertook work experience in a young offenders' unit near Liverpool. This was a practical placement that allowed me to work closely with the young adults there. These individuals were dealing with a range of issues and I enjoyed the opportunity to build relationships and support them in their rehabilitation. I developed strong skills in communication, motivation and empathy – all of which would benefit me in this role.

Additionally, I can demonstrate a high level of commitment to teamwork. I have captained the university's football team and enjoy motivating and leading others to achieve collective goals. These transferable skills are likely to support my success in the role of teaching assistant as I would be required to work as part of a wider multidisciplinary team dedicated to the care and education of the young residents. I would relish the opportunity to be part of this team.

I thought that this was the most appropriate time to mention that I have epilepsy. The condition would not have a significant bearing on my ability to perform my duties as a teaching assistant. However, fellow colleagues would need to be made aware of it.

As you can see, I am a very determined individual who is undeterred by challenges. I hope you can appreciate the relevance of my experience and the personal strengths I have developed, which would be of immense benefit to the role. I would be happy to discuss this in more detail when I am invited to interview.

I look forward to having the opportunity to convey my enthusiasm and suitability for this role in person and expect to hear back from you shortly.

# Covering letter explaining a gap in employment

From Prospects.ac.uk

3rd March 2015

HR Manager
Investment Ltd.
Bradford Building
23 Roe Street
London
WR11 5HB

Job reference: INV15

Dear HR Manager,

I am writing with regard to the position of graduate finance adviser at Investment Ltd, as advertised on the Prospects website. I also enclose my CV for your information.

My experience and qualifications make me an ideal candidate for this role. I graduated in 2012 with a BSc in Accounting and Finance and I have the technical knowledge you outline as essential. My degree included modules in auditing and business information systems and my dissertation considered corporate governance – all principles I understand to be important to Investment Ltd.

Throughout university I worked in a number of part-time positions to fund my studies, demonstrating my work ethic and commitment to succeed. This included working part-time at the students' union shop and a summer work placement at my local NBO Bank branch. During this time, I developed my skills in communication and customer service, along with an ability to work effectively as part of a team.

I secured a permanent role with NBO Bank very quickly after graduating, allowing me to put my degree knowledge into practice. Due to the 2013 economic crisis, NBO disbanded its graduate scheme and my role was made redundant. This gave me the opportunity to develop my transferable skills in other areas. I have since enjoyed volunteering at a local school and becoming more involved in my hockey team, even achieving my referee status in this time.

You will note from my CV and the information outlined, that I am committed to a career in finance and I have some excellent interpersonal skills relevant to the role of graduate finance advisor at Investment Ltd. I see this role as a great opportunity to put my enthusiasm and commitment back into practice in the workplace.

I hope I have sufficiently conveyed my interest and suitability for this role. I look forward to meeting with you in the near future to discuss the details of my application.

# Covering letter - International student

From Prospects.ac.uk

12th April 2015

Recruiting Manager
Royal Pearl
The Granary
47 Oltmer Walk
London
WR1 9HH

Job reference: Graduate account manager vacancy

Dear Recruiting Manager,

I write with reference to the graduate account manager position at Royal Pearl, as advertised in September's edition of *Graduate Recruit*. I enclose my CV for your information.

The advert for this post mentions the pre-requisite for a degree in a marketing-related subject. I am currently studying for a BA in Marketing at the University of Birmingham and will be graduating in July.

You will note from my CV that I also have relevant work experience in this area, having undertaken an internship as an account manager at Qui Cosmetics, Shanghai, in 2013. Qui Cosmetics is also a high-end, world-recognised, luxury brand akin to Royal Pearl. In this role, I learned more about developing customer accounts through maximising client relationships and exceeding expectations. It was an experience that complemented my theoretical knowledge in this area.

During my studies I have also taken part in a range of extracurricular activities that have developed my skills and confidence. As an international student ambassador I have enjoyed meeting new people, building relationships and supporting students who are new to the university. These will be important transferable skills to the account manager role as I begin to develop client relationships and build trust in the brand.

I work well in multinational environments and speak three languages fluently. This will be of immense benefit to the company's agenda of developing its international clientele. I believe that I have a lot to offer Royal Pearl and hope I have sufficiently conveyed my potential for the role. Given that I do not have the right to work in the UK without company sponsorship, I hope Royal Pearl will consider my application and sponsor me, in light of the unique skills and experience that I can offer.

I look forward to hearing from you, if indeed this is a possibility.

Yours faithfully,

# Covering letter - masters student

From Prospects.ac.uk

10th December 2015

Mrs S Reilly
PDF Engineering
The Highway
Newcastle
NG9 7PS

Job reference: Graduate trainee manager vacancy

Dear Mrs Reilly,

I am writing to apply for the graduate trainee manager role at PDF Engineering, as advertised on *The Guardian* website. I have attached my CV to accompany this letter.

I graduated this summer with an MSc in Management at the University of Edinburgh and am currently seeking a role that will allow me to use the technical knowledge gained from my first degree in mechanical engineering and my subsequent Masters qualification. The trainee manager position at PDF Engineering appears to offer exactly this and I feel that I have a lot to bring to the role.

From my CV, I hope you can appreciate my commitment to a career in management. I have spent the last year focusing on this discipline and really developing my knowledge and skills in this area.

My MSc allowed me to develop my communication skills and I have enjoyed building relationships with the wide range of students and staff that were part of the programme. I enjoy working with people, leading teams and presenting a considered point of view – all skills relevant to the trainee manager role at PDF Engineering.

I also have experience of leading a team, notably the team leader role I undertook as part of the university's 'Management Challenge' in 2014. This was a demanding role that included: project management; team management and motivation; prioritisation; and presentation skills. As a member of the winning team, I was delighted to have played a part in our success.

Indeed, I am a responsible and motivated individual who would welcome the opportunity to train, and work towards becoming, a future manager at PDF Engineering. I look forward to discussing my application in further detail at the interview.

Yours sincerely,

(Signed)
Print name

BATH SPA UNIVERSITY Careers

# GET A HEAD START

We're here to help you get a great start to your career. We're open all year round, so come and visit us in the Careers Space, book an appointment, or get in touch.

Careers Space, LY.G03
Newton Park Library

careers@bathspa.ac.uk
01225 875525

www.bathspa.ac.uk/careers
https://careerhub.bathspa.ac.uk

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Every effort has been made to ensure the information in this leaflet is accurate but we recommend that you check all details carefully.

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