

Sample cover letter

Your name, address and contact details

The organisation's contact, and address

Date

Addressee

Frank Ashbury
27 Appleby Rd
Chapman ACT 2611
0402 123 456

Mr Kyle Minogue
Graduate Recruitment Manager
ABC Bank
210 Bourke St
Sydney NSW 2001

16 March 2013

Dear Mr Minogue

Introduction:
The reason why you are writing this letter

After speaking to Ms Jessie Donovan at the Tertiary To Work careers fair in Canberra last week, I wish to apply for a graduate position in the investment banking stream with ABC Bank. My interest in investment banking has grown over the last several years, particularly after my summer internship experience at WeInvest last year.

I am currently in my final year of a B. Commerce/B. Laws degree at Australian National University (ANU) and I hold a Distinction average. I have been an active member of the Finance and Banking Society (FINSOC) at ANU and the Financial Services Institute of Australasia (FINSIA) for the past two years.

I developed strong analytical skills through my research into the deregulation of East-Asia's financial sector in the past twenty years. I enhanced my strong communication skills as a Volunteer Guide at the National Museum, my teamwork skills in my part-time retail assistant role at David Jones, and my organisation skills in my position as paralegal with the commercial law firm Smith & Partners. I enjoy playing rugby, and as a rugby coach for under 14s, I used initiative and my problem solving ability in running local competitions.

ABC Bank's global outlook and recent expansion into East-Asian markets appeal to both my legal and commerce backgrounds. I would enjoy contributing to ABC Bank's growth in deregulated markets overseas, as well as in the domestic sector. I would also look forward to the opportunity to learn from experienced staff in the mentoring program within ABC Bank's graduate program.

Thank you for your time in this matter. I look forward to the opportunity to discuss my application further with you.

Yours sincerely

Frank Ashbury

Conclusion

Signature

Can you do the job?
Some of your key skills and experiences, relevant to the position

Will you do the job?
Your interest in the organisation and position

Do you fit into the organisation's culture?
Align "you" with "them"