

789 Any Street  
Anyton  
London  
AN10 1AN  
agraduate@email.com  
07777 123456

Make sure your contact details appear in the top right. Your email and mobile phone are a minimum. Postal address is optional.

The employer's address.

Graduate Employers Plc  
Graduate Buildings  
Central Place  
London LO11 1LO

Don't forget the date.

10.9.20

Try to address your letter to a named person. If you can't, 'Dear Sir or Madam' will do.

Dear Ms Georgiou,

### Application for Graduate Trainee Position with Graduate Employers Plc

State which role you are applying for, because the organisation might have more than one vacancy.

I am applying for the business stream of your management consultancy training scheme as advertised on brilliantgraduatejobs.com. My CV is enclosed with this letter.

Your CV may be detached from your cover letter. Mentioning it gives the employer a cue to make sure they have it and have read it.

I chose my current degree (Business Finance and Accounting) with this career in mind and I am particularly interested in the international work you do alongside your innovative use of technology. I am now in my final year and expecting to achieve a 2.1. My favourite modules on the course were on information systems, data reporting and theory of the firm in which I achieved my highest marks. They particularly developed my research, analytical and presentation skills while giving me a robust theoretical background in business.

Highlight your course achievements in a way that is relevant to the role you are applying for. Be specific about what you achieved and what you learned. This shows that you have understood the job you are applying for. Also mention why you find the organisation interesting.

In my second year I was course representative on the Business School academic board and contributed successfully to a review of the course assessment regulations, making assessment easier to understand for students and clarifying the appeals process.

I worked as a retail assistant part-time at Giant Retail Company while studying. This provided me with excellent insight into the day to day operations of a business. I've learned the importance of good reporting and management systems as well as developing my teamwork and customer care skills. I was awarded employee of the month in April 2018 for exceeding sales targets.

Talk about what you have done outside your course that is relevant to your application. Point out what you achieved and support these claims with evidence.

While on my study abroad semester in the USA I developed my self-confidence and ability to adapt quickly to new situations and form productive relationships. I learned about different perspectives on business which I have been able to apply in my work during my final year at University.

Again, make any experience relevant to the role and talk about what you gained from them.

I look forward to hearing from you.

You don't need a fancy ending. Something simple will do fine.

Yours sincerely,

Anna Student

If you have addressed the letter to 'Dear Sir/Madam' you must sign off with 'Yours faithfully'.