

Covering Letter Guide

Peter Jameson
28 Winston Avenue
Portsmouth
PO1 2DH

Mrs. Grainger
University of Portsmouth
28 Guildhall Walk
Portsmouth
Hampshire
PO1 2DD

29th July 2017

Dear Mrs Grainger

RE: Graduate Trainee – Finance stream (reference: abc/123/pb)

I am very pleased to submit my application for the post of Graduate Trainee in the Finance Stream, as advertised on the company web pages. I have enclosed my curriculum vitae for consideration.

My particular interest in the role is linked to the opportunities to specialise in financial reporting and internal auditing processes. I have been able to study these as specialist topic fields throughout my course and, in detail, as a part of my final year dissertation research. Moreover, I have recently completed a vacation internship, where I was able to gain a greater understanding of internal financial control mechanisms. I believe that these aspects of my background will enable me to contribute effectively to this role.

I have completed a number of periods of volunteering with local charities during my spare time, throughout my degree. In these positions, I have been able to gain experience of working with young people, care leavers and adults with a variety of learning disabilities. I have greatly enjoyed these experiences, which have enabled me to gain a wide range of skills in taking responsibility, communicating at various levels and working collaboratively with others. I feel that my participation in these activities has provided me with a strong base of interpersonal skills that will enable me to perform successfully in this post.

Your company works with a wide range of high profile clients and is a major competitor in the financial service industry. I feel that your emphasis on building strong relationships with clients, through providing a professional and high quality service, would be well served by the knowledge and experience I have outlined above.

Thank you very much for considering my application. I would be very happy to supply additional information, if necessary, and look forward to your reply. I am available for subsequent stages of the selection process at any time.

Yours sincerely
Peter Jameson

Start with your contact details then the company address

You should try and find out the name of the person who you are addressing the letter. If it's not possible then you should use "Dear Sir/Madam".

Include the job title and reference number.

The first section is typically a brief paragraph and is a chance to introduce yourself, include what subject you are studying at University and at what stage of University you are. Confirm the role for which you are applying and where you saw it advertised

The next sections should consist of no more than two or three brief paragraphs. Explain why you are interested in the role and providing some evidence to support your interest. For example, you may want to talk about experiences such as a work experience or aspects of your course that inspired your interest. Ensure that all your evidence from studies, work experience, volunteering is related directly to the position you are applying for. Make sure you evidence how you meet the job requirements, keeping it clear and concise.

Explain your specific interest in the organisation you're applying to and why you want to work for them. You need to research it well. You may want to evidence your interest in one of the organisation's projects, area of work, ethos and values. Make sure you come across well prepared. Remember to be very positive in explaining what you could contribute to the role and the business of the employer.

In the final paragraph remember to conclude the letter on a friendly note, thanking the reader for their attention and for considering your application. You can offer to supply additional information.

End the letter by signing off "Yours sincerely" if addressed to a person or "Yours faithfully" if you have addressed it to Sir/Madam

Speculative Covering Letter

The following speculative letter template is provided as an initial guide to help you to develop your own approach. It is important that you modify your letter according to the employer you are targeting.

Example

Dear Mrs Hughes

RE: Work experience opportunities in

I am writing to enquire about the possibility of any work experience opportunities that **(company name)** may be available during the summer vacation period. I am a second year student studying_____ Please find enclosed a copy of my CV which provides details of my experience to date.

(Paragraph about your relevant skills and experience you want to sell to the company and the type of experience you're looking for and how they would be beneficial to the organisation)

As you will see from my enclosed CV, I have had experience of working with _____ One of my units/ group projects I was involved with was focused on **(relate this to the type of experience you're looking for)**

(Paragraph about why you are interested in working for the organisation)

I have a particular interest in working in/ with _____ I know you are currently working on _____

(Final paragraph, reiterate your interest and a brief summary of why you would be an asset. Also give a timeline when you will follow up your enquiry and your work availability)

I believe that my skills and experience could be of value to you and would welcome the opportunity to discuss any work experience roles that may be suitable. I will call your office within the next few weeks to see if we can arrange a convenient date and time. I would be very happy to supply additional details that you may need and am available to start work from _____.

I look forward to hearing from you soon.

Yours sincerely

Kim Jackson

Disability Disclosure

The decision whether to disclose a disability to an employer is often a personal one and may be based on a number of factors, such as the nature of the disability and the demands of the role being applied for.

Disabilities can be disclosed in a covering letter but may also be disclosed at other stages in the application process and decisions about this are largely a matter of judgment. If disclosing disabilities, always do so in a very positive manner, explaining any assistance that may be needed.

If necessary, speak with a Careers Adviser or contact the employer directly before sending in any applications to discuss any support that may be required during the selection process or in the role itself. It is important to answer any direct questions from the employer fully and honestly.

Disclaimer: Every effort has been made to ensure the accuracy of the information contained in this publication at the time of printing. However, this information could be subject to change. Updated November 2017.

Accessibility: If the information in this document is required in a different format, please contact us for assistance. Careers and Employability Service, 28 Guildhall Walk, T: **02392 842684**, W: www.port.ac.uk/careers