

Sample of covering letter 1

Your exploratory letter of application has a number of components:

- your address and the date.
- name and title of the person you are writing to plus the company address.
- greeting, for example, Dear Mr Hogan (i.e. who you are writing to).
- introduction. Make a statement. Perhaps say who referred you or where you saw the ad and why you are writing.
- why they should hire you. In effect your potential value to their environment – your skills and character traits.
- a final statement that clearly shows your enthusiasm for the position – try to make this genuine, using natural language.
- invitation for them to contact you.
- Yours sincerely (if you have written to a person by name) or Yours faithfully (if you have not used a name) your signature and name (printed).

Your address

3 March 2010

The Graduate Recruitment Officer
Westpac Banking Corporation
24th Floor
60 Martin Place
Sydney NSW 2000

Dear Mr/s ...

My research indicates that your company is likely to be interested in employing graduates for full time positions in 2011.

Due to a mid year graduation, I will be available for work before the usual recruitment process, therefore I am approaching you directly. As a Finance and International Business student, I am aware of Westpac's profile and the strong moves it is making into the international market. I am approaching you with the conviction that I can offer the following:

- enthusiasm, dedication and responsibility
- willingness and capacity to become an active team member
- excellent communication skills in oral and written contexts
- extensive knowledge of banking and international markets

My enclosed resume details my experience, in particular, the 'study abroad' year I undertook in China and my final year project on International Banking. These and other experiences have given me skills and knowledge relevant to a graduate position with Westpac.

I would be happy to provide further information at an interview. I can be contacted by phone on 02 4222 2222 or email email@email.com.au. Alternatively, I will telephone you to discuss my interests with you.

Yours sincerely

(space to sign your name)
Your name (printed)