

## Sample of covering letter 2

### Your 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.
- clear identification of the position you are applying for (you don't want to be considered for the wrong one!) Or your reasons for writing 'on spec'.
- introduction. Make a statement. Say who referred you or where you saw the ad and why you are writing
- and any further documents the employer has requested
- research item. Why you want to work for them specifically.
- why they should hire you. In effect your potential value to their environment – your skills and character traits. Back it up with relevant evidence.
- Make a connecting statement between what you've done and how that equips you for the job. Look for ways of linking to the skills and qualities identified in the advertisement, make sure you tell them how you meet each of the essential criteria, plus as many desirable criteria as possible.
- 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

Person's name in company  
Person's position in company  
Company's address

Re: 2011 Graduate Recruitment Program

Dear Mr/Ms ...,

I wish to apply for the position of (graduate position) as advertised in the (place and date of ad). I am currently enrolled in the final year of a (name of course) at the (name of institution), and will complete my studies in (date). I have enclosed my resume and a statement of my academic record.

Your company's unique involvement and position in the (fill in here) industry has prompted me to apply for employment in your organisation. I am very interested in pursuing a career in the area/s of (fill in here). (also include a research item: why you want to work for them specifically) My enclosed academic record shows that I have completed a wide range of subjects that provide me with a firm knowledge base and skills relevant to the requirements of the position.

The final year subjects that I am completing include (fill in here). These subjects will further broaden my knowledge base in preparation for the position. My resume details experiences that show my capacity to be a leader, work in a team environment, set and achieve long and short term goals, think analytically and solve problems. These qualities are demonstrated both in my previous employment and work experience positions as (fill in here) and in my personal achievements.

I believe that I have a great deal to offer your company and that I have the ability and determination to perform well in the graduate position you are offering. I look forward to meeting with you to discuss the position further.

I can be contacted on (phone number) between the hours of (fill in here).

Yours sincerely

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