

A Graduate Cover Letter: Example 1

Mr. James Someone
Somewhere Publications
Somewhere Way
London
United Kingdom
EC23 4DD

4 August 2010

Dear Mr. Someone

Having a very strong academic background, an outgoing personality, plus some interesting work experience in the music, media and PR industries gained whilst studying for my B.Sc. degree I am seeking a summer vacation position in which I can apply my high level of IT and photography skills and detailed knowledge of cars and motorsport should a suitable position be available.

What I can bring to such a position includes:

- Being very determined and quick to learn; I am focused and tolerant with a results-driven, logical and methodical approach to achieving tasks and objectives;
- My language skills: English (mother-tongue), Russian (fluent), Italian (very good), plus simple conversational Japanese and Arabic learnt in days.
- Being an articulate communicator and writer with an enhanced understanding of cultural differences. I can work effectively with people of different backgrounds.
- My high level of computer literacy: Adobe Photoshop CS, Pinnacle Studio, Windows Movie Maker. Windows OS, MS Office, peer-to-peer software and internet browsing packages.
- An extremely proficient photographer with inventive use of Adobe Photoshop CS: Photographs printed in Sir James Henderson School publications; collaboration with Import Bible on apparel design.

Along with my self-belief, I have the maturity, skills, and abilities to contribute positively to your organization whilst developing additional work based skills for my own future.

I will be available to attend interview any time this month, and I'd really welcome the opportunity of discussing this position with you. If I may, I will follow up this letter with a brief phone call to see if we can arrange a time to meet.

Yours Sincerely,

Matt Hardern
enc: CV

A Graduate Cover Letter: Example 2

Mr. James Court
Yorkshire Investments Ltd.
39 Bedford Way
Leeds
LS23 4DD
4 October 2010

Dear Mr. Court

Insurance Telesales Operator

Having an outgoing personality, plus a total of 4 months successful vacation sales experience, and my recently completed degree, I am confident of being a strong candidate for a position of an Insurance Telesales Operator for Yorkshire Investments Limited.

I have recently graduated from the University of Leicester with a degree in English & Marketing, where I was president of both the Business Leaders of Tomorrow group and the University Marketing Society.

Although a recent graduate, I do not consider myself typical. I attended college in Cheshire and in Manchester and I supported myself by working at jobs in local radio advertising sales, magazine subscription sales, and bar-keeping work. All of these jobs have enhanced my interpersonal and sales skills and rounded out my formal education.

In each case my employers were delighted with my skill and ability to engage the client and make successful and sustained sales.

I believe I have the maturity, skills, and abilities to establish a career in insurance sales with Yorkshire Investments, and living close to home in Yorkshire would be a real added bonus.

I will be available to attend interview any time this month, and I'd really welcome the opportunity of discussing this position with you. If I may, I will follow up this letter with a brief phone call to see if we can arrange a time to meet.

Yours Sincerely

Michelle Barnes

Graduate Cover Letter: Example 3

Dear Sir

Re: Job Title; Ref No.; Date

I am responding with interest to your recent advertisement for this exciting position, as I am confident that I possess the skills, personal attributes and commitment that you are seeking. Of the many things in my working and academic career, all of them performed exceptionally well, I am excited by the possibilities of contributing in a researcher or policy advisor position. I enjoy a challenge and working with highly experienced and professional people, especially in a fast moving international environment.

I have attached my CV and would like to highlight these points which relate how I understand the job requirements match my qualifications:

- I am well qualified with a B.A (Hons) International Relations and I am keenly interested in all aspects of international relations having a strong investigative and problem solving skills gained from academic study and real-life experience.
- Being very self-motivated makes me a strong self-learner and self-starter. I am eager to work to the maximum satisfaction of colleagues and superiors.
- My good organisational and planning skills plus the capacity to work on multiple projects and ability to work under pressure. I am able to work independently and and a good team worker with excellent communication and presentation skills.
- With a methodical approach, I am detail oriented and efficient and possess a strong analytical (quantitative and qualitative) ability.
- My customer service orientation has helped me to build a strong rapport with clients and customers, and I have experience of working with people from different cultures.
- I am very proficient with advanced knowledge of MS Office tools; Word, Power Point, Excel, Project, Publisher; Windows 95, XP, Vista and 7; Website admin and CRM software.

I will be pleased to provide references upon request. Thank you for your consideration.

Yours sincerely,