

- EXAMPLE 1 -

Sally Brown
26 Somewhere Street
Any Place
Manchester
M3 5PQ

Mr J. Smith
Graduate Recruitment Manager
ABC Company Limited
35 Any Road
Elsewhere
Manchester
M2 1RS

30th October 2008

RE: Graduate Retail Management Trainee

Dear Mr Smith,

I wish to apply for the post of Graduate Retail Management Trainee as advertised in the Manchester Evening News on 27 October 2004. At present I am completing an honours degree in Management and French at the University of Manchester.

I enclose my CV/application form which outlines my academic and work experience. As you can see I have had comprehensive experience in the retail trade, including my recent industrial placement at XYZ Food Stores, and I believe that this has developed many of the skills you have stated in your advertisement.

I would welcome the opportunity to discuss with you how my skills and qualities meet the requirements stated in the advertisement. I will telephone you during the next 10 days for your response to my application.

Yours sincerely,

Sally Brown

Sally Brown

- EXAMPLE 1 -

Although not a good enough selling tool for a speculative approach you can use this short version as a letter sent with your CV. Using the same formula the text might be:

Sally Brown
26 Somewhere Street
Any Place
Manchester
M3 5PQ

Graduate Recruitment Manager
ABC Company Limited
35 Any Road
Elsewhere
Manchester
M2 1RS

30th October 2008

Dear Sir/Madam,

I am writing to enquire if you have vacancies within your personnel department. At present I am studying for an honours degree in Management and French at the University of Manchester.

I enclose my CV/application form which outlines my academic and work experience. As you can see I have had comprehensive experience in the retail industry and I believe that I have many of the skills and qualities you would expect from a graduate employee. I have also completed two modules in employee relations and people resourcing and my final year project is focusing on the retention of staff in a large supermarket chain.

I would welcome the opportunity to visit you and discuss the possibility of employment with ABC Company. I will telephone you during the next 10 days for your response to my application.

Yours sincerely,

Sally Brown

Sally Brown

Remember this is only a basic letter – use your own experience to show originality of thought and understanding. You will have to prove your capabilities at interview.