

- EXAMPLE 2 -

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

Dear Mr Smith,

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.

Throughout my degree my free choice modules have been personnel, business organisation and management. My final year dissertation will focus on the graduate retention rates in two large food retail chains. Part of my investigation will look at motivation, commitment to the organisation, company ethos, salaries, terms and conditions and dissatisfaction which affect staff retention.

As you can see from my CV my course has given me a basic grounding in the main disciplinary areas of management as well as providing an opportunity for increasing specialisation in my second and third year. In particular, I have been able to attend a range of complementary course units from the broad area of human resource management. The presentation of my second year project on how people are managed within small to medium sized organisations in France was well received and I achieved an overall mark of 72%. During my course I have also been encouraged to discuss specific topics during seminars and this has improved my listening skills, verbal communication and negotiation skills as each seminar required participants, by rota, to summarise the discussion and conclusions.

My skills have been further developed through my part-time work and leisure activities. My CV demonstrates the variety of work in the retail sector and the skills that I feel I have gained whilst in this employment. Overall, managing my time to complete my assignments on time alongside my part-time work has made me understand the need for effective planning and to find some strategies which help me manage my time. I am also a keen hockey player and have represented the University of Manchester on numerous occasions.

Having read your brochure I feel that ABC Company will offer me a challenging and rewarding career. I particularly would like to work in your personnel department as I understand that you have already begun to investigate retention rates in your organisation, a subject which is of great interest to me. ABC Company is also a European leader in the multiple store concept and is considering expansion into the North American market. I would therefore like to be part of the new challenges facing your organisation.

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I would welcome the opportunity to talk to you about a career with ABC Company and I hope that you will invite for a visit to discuss this matter at an early date.

Yours sincerely,

Sally Brown

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As you can see this letter is very detailed and makes the vital links between what you have done or are doing and the company. 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.