

### An example of a standard covering letter

<p>Mrs L Groom Graduate Recruitment Manager The High Roller Group Blue Base Road, Birmingham. B1 2BE</p>	<p>Include the person's name, position and full address</p>	<p>3 Lappage Court Tyler Green Bucks, HP8 4JD</p>		
		<p>23 June 2011</p>		
<p>Dear Mrs Groom</p>	<p>State where you saw the job advertised</p>			
<p><b>Trainee Decision Maker</b></p>				
<p>I am writing to apply for the above role as advertised in the Real Prospects Directory 2011 and enclose my CV in which I have systematically addressed the skills you require.</p>				
	<p>Outline what attracts you to the role, showing that you have done your research</p>			
<p>I first became aware of The High Roller Group at The London Graduate Recruitment Fair in December 2010 and was impressed with the staff at the stand and the company profile. I am particularly attracted by the emphasis your company puts on 'working with clients to understand their needs and those of their customers or pension scheme members.' Furthermore, I am excited about The High Roller Group training scheme because it offers a platform of learning and experience which leads to a wide range of opportunities.</p>				
<p>The graduate roles on offer suit the knowledge and skills I have gained on my degree, and my personal attributes. My degree offers a firm foundation of theory and principles related to your two main services, i.e. customer management and improving quality and efficiency. I am also an avid reader of the financial press and aware of current trends and developments within the insurance and pensions industry, as demonstrated in my final year dissertation.</p>				
	<p>Highlight the key skills and experiences you have to offer</p>			
<p>My CV shows a range of roles where I have demonstrated high level communication, interpersonal and interpretive skills so I am confident that I can build and maintain productive relationships with clients and colleagues at your organisation. I would especially like to draw your attention to my six-month internship in Madrid where I successfully performed precise and exacting tasks in another language and culture.</p>				
<p>In my CV I have also outlined my aptitude for maths and practical number ability as demonstrated during my technical degree and my experience as a financial assistant.</p>				
	<p>If you would like something taken into account express it here</p>			
<p>I hope that, on consideration of my CV, you will be persuaded of my potential to perform well on this training scheme and make a real contribution as a member of your firm. I can be available for interview at any time and look forward to hearing from you.</p>				
<p>Yours sincerely</p>				
<p><i>Ashley Gill</i> Ashley Gill</p>				