

Covering Letter/Letter of Application Example

16 Northgate Road
Aberystwyth
SY23 4EZ
Tel: 01970 123456
Email: xyz@emailaddress.com

Ms Katherine Burne-Jones
Human Resources Manager
UK Engineering Ltd
Eastgate Business Centre
Chester
CH1 2AP

10 October 2014

Dear Ms Burne-Jones,

10 Week Graduate Management Placement - Finance

Having seen your advertisement on the Careers Service website at Aberystwyth University, I would like to be considered for the above placement. I am currently in the second year of a BA (Hons) Management and Finance degree and enclose my CV for your consideration.

My degree programme has given me a good grounding in management principles, and I have developed a balanced appreciation of both the theoretical concepts and practical application of finance as well as an understanding of how finance interfaces with other aspects of business and management, whilst my elective modules (International Finance and Quantitative Methods) reflect my enthusiasm for the development of financial systems in a multi-currency world.

Allied to this, my work experience with Brown and Black gave me an insight into practical administrative procedures and I was pleased to be able to contribute to the efficiency of the office by revising the partners' scheduling system - this, I understand, is still in place. Having developed my teamworking skills playing hockey for the University (2nd) squad I was then nominated, and elected, as club treasurer. Through this position of responsibility I have been liaising effectively with both the Students' Union and university finance officers. Membership of the Officer Training Corps entails a heavy time commitment but effective time management has allowed me to succeed in all aspects: meeting all module deadlines, achieving an average 2:1 in my course to date and taking on responsibility for organising the OTC's successful three peaks night hike over New Year.

Having developed a number of skills via a short placement with a local accountancy firm, I would now like to gain further commercial experience in an international environment. A placement with UK Engineering Ltd would offer a challenging and rewarding opportunity with a highly respected industry leader. Your recently announced expansion into the defence sector is of great interest and I am particularly keen to learn more about the financial and management challenges presented by these developments. I trust that I would be able to offer you the benefit of the skills and experiences I have gained to date, which will allow me to contribute effectively to your organisation.

I would welcome the opportunity to discuss the post and my application in more detail and look forward to hearing from you at your convenience.

Yours sincerely,

Sue Thomas (Ms)
(Enc: CV)

Sample Of Application Letter Guidelines

Anita Biase



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The Guide to Basic Cover Letter Writing Public Library Association, Editors of VGM, 2003-09-22 A solid well written cover letter is crucial to getting a job interview Written under the auspices of the Job and Career Information Services Committee of the Public Library Association a group of librarians with many years of collective experience in researching and providing job assistance information this practical guide provides easy to follow instruction in crafting outstanding cover letters for any type of position Completely updated it features guidance in job seeking effectively online and the best ways to showcase experience with the latest technologies

The Complete Guide to Writing Effective Résumé Cover Letters Kimberly Sarmiento, 2009 The companion CD is packed with samples and worksheets to help you brainstorm and create a successful cover letter

A Guide to Writing as an Engineer David F. Beer, David A. McMurrey, 2019-04-09 Everyone knows that engineers must be good at math but many students fail to realize just how much writing engineering involves reports memos presentations specifications all fall within the purview of a practicing engineer and all require a polished clarity that does not happen by accident A Guide to Writing as an Engineer provides essential guidance toward this critical skill with practical examples expert discussion and real world models that illustrate the techniques engineers use every day Now in its Fifth Edition this invaluable guide has been updated to reflect the most current standards of the field and leverage the eText format to provide interactive examples Engineering Communication Challenges self quizzes and other learning tools Students build a more versatile skill set by applying core communication techniques to a variety of situations professional engineers encounter equipping them with the knowledge and perspective they need to succeed in any workplace Although suitable for first year undergraduate students this book offers insight and reference for every stage of a young engineer's career

The Game Writing Guide Anna McGill, 2023-05-22 This comprehensive guide walks readers through the entire process of getting and keeping a writing job in the games industry It outlines exactly what a beginner needs to know about education requirements finding opportunities applying for roles and acing studio interviews Professional writers will learn how to navigate studio hierarchies transfer roles and companies work overseas and keep developing their careers Written by an experienced games writer with nearly two decades of industry knowledge this book contains a wealth of interviews and perspectives with industry leaders hiring managers and developers from marginalized communities all offering their tips and insights Included are examples of materials such as job posts writing samples and portfolios as well as chapter end challenges for readers to directly apply the skills they have learnt This book will be of great interest to all beginner and aspiring games writers and narrative designers as well as more experienced writers looking to hone their skills

The Complete Guide to Writing Effective & Award Winning Grants Dianne Harris, 2007 Book CD ROM Every day federal state and local government as well as other organisations including corporations and foundations give out more than a MILLION DOLLARS IN FREE GRANT MONEY You will learn from start to finish how to write a grant proposal The book

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Grant writing for medical and healthcare professionals Subhash Chandra Parija,Vikram Kate,2023-01-11 Conducting research requires resources to meet the research need The resources in the research institutes centers are often inadequate limiting the research outcome Research grants help overcome those limitations and help the researchers carry out quality research without any restriction Grant proposal writing is an essential skill to be mastered by every researcher However the majority of the medical schools except the few research institutes do not have a structured learning module for obtaining grants On most occasions the skill of writing grant proposals goes by self learning For students it is burdening due to the tremendous time consumed to learn the craft of writing the grant proposal and the exhausting clinical and academic work This book is carefully prepared to keep in mind the difficulties faced by the young researchers and the students concerning choosing a funding agency grant makers expectations budgeting surveillance and site visits rights of the researcher and the funding agency and ethical and legal aspects of obtaining the grant The book also covers the alternate plan for partial funding or interruption of the financing reporting the source of funding and acknowledgment good clinical practice guidelines and dealing with the rejected grant proposal The research projects are often dropped or modified extensively due to the limited resources in the existing facility The researchers are forced to compromise the research objective due to expensive requirements There is a shortage of awareness regarding the availability of funding and grant for the conduct of research Even if the researchers are aware of obtaining the financing there is a lack of training in grant proposal writing which is essential in getting the research funding This book on grant proposal writing for medical and healthcare professionals covers such difficulties and deficiencies It will provide complete companionship from knowing the funding agency to obtaining the grant

Resume and Cover Letter Writing Guide Carey E. Harbin,1988-04 The Broadview Guide to Writing, fourth edition Doug Babington,Don

LePan,Maureen Okun,2009-04-06 The Broadview Guide to Writing is a concise yet uncommonly thorough text with a fresh approach to the craft of essay writing The first part of the book discusses the style and structure of essay writing and

includes a useful discussion of the intangibles involved in the writing process such as confidence perseverance and a willingness to deal with criticism constructively The second part of the book provides thorough coverage of grammar and usage in a comprehensive reference guide ranging from the simplest mechanical issues such as subject verb agreement to subtle distinctions between words that have similar meanings A wide range of examples is included throughout the book The fourth edition has been extensively updated and now incorporates the 2008 changes to MLA Style guidelines for documentation Particular attention is paid throughout to the needs of Canadian students The Guide to Basic Cover Letter Writing Steven Provenzano,1995 Sooner or later you ll want to apply for a job and you know you won t be the only one applying To make your qualifications stand out front the crowd you have to know how to present them There s no better way to match your sales pitch to your reader s interests than with a great cover letter A cover letter gives yourself a chance to focus on your strongest points It lets you tell more about yourself than a resume can And it lets you say it straight to your reader one on one **The Broadview Guide to Writing** Doug Babington,Don LePan,2005-07-19 A concise yet uncommonly thorough text with a fresh approach to the craft of essay writing The Broadview Guide to Writing 3rd Ed has been updated and revised throughout It discusses the style and structure of essay writing and also grammar and usage in a comprehensive reference guide with examples included throughout the book **International Healthcare Professionals' Handbook: A Success Guide to Working in the UK for Nurses, Midwives and Allied Health Professionals - E-Book** Annesha Archyangelio,2024-07-30 The International Healthcare Professionals Handbook is a compendium of advice information and support for new international recruits embarking on careers in the UK from those who have succeeded before Written by Annesha Archyangelio a Jamaican born nurse who has worked for many years in the NHS the book will help you navigate UK healthcare systems and processes with ease It s packed full of handy guidance covering everything from terminology to cultural competency and how to adapt to new ways of working This invaluable book will not only help you settle into your role in the UK but provides strategies for thriving in your career into the future Offers support all the way from the international recruitment process through to successful completion of exams and beyond Focuses on staff development and progression in the workplace Presents a guide to the structure of the NHS and other health and social care services Gives overviews of the NMC RCN and other key bodies Covers communication challenges and cultural competency Includes measurements abbreviations and a dictionary of key terms and colloquialisms indispensable for international recruits Your U.S. Citizenship Guide Anita Biase,2009 Your total resource for becoming a United States citizen You ll learn the eligibility rules and find easy to follow step by step instructions for the N 400 application form This book will help you prepare for the interview and the citizenship test You will read a study guide on the principles of the U S Constitution and U S history You will improve your English and become knowledgeable about the benefits and responsibilities of being a citizen

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Career Management - Your Guide to Professional Success Dr. V. K. Susil Kumar,2025-06-26 Career Management Your Guide to Professional Success is a practical and insightful resource for students young professionals and anyone looking to take charge of their career path This book equips readers with actionable strategies to plan build and grow in their chosen field From selecting the right career to acing interviews from writing a powerful resume to negotiating job offers the book serves as a comprehensive guide for long term career success Through clear structured guidance and real life case studies Dr V K Susil Kumar demystifies the entire career building process Readers will learn how to enhance their soft skills develop professional etiquette manage time effectively and build a strong professional network Whether transitioning into a new role or stepping into the job market for the first time this book empowers readers to make confident decisions and achieve career fulfillment Ideal for Engineering MBA and UG students this book is also a valuable reference for career coaches educators and HR professionals With an emphasis on employability and long term growth Career Management stands out as an essential tool for navigating today s competitive job landscape

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