27 University Avenue  
Brooklyn NY 11288  
  
October 27, 2009

Ms. Mary Jones  
Director of Campus Relations  
XYZ Corporation   
54 West Third Street  
Albany, NY 10056

Dear Ms. Jones:

I am writing to express my interest in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_position which was recently advertised in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The skills I have developed from my work experience and academic background support my candidacy for the announced position.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As you can see from my resume/curriculum vitae, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ provided an opportunity for me to gain practical experience in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. In addition, I have worked as\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, learning firsthand how to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I have been formally commended by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for my work in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I would very much like an opportunity to discuss how my overall abilities suit your specific needs regarding the announced position. I am available for interview at any time convenient to you, and can be contacted at (718)123-4567. Thank you in advance for considering me for this position.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COVER LETTER TEMPLATE**

### To be effective, your cover letter should follow the basic format of a typical business letter and should address three general issues: 1. First Paragraph - Why you are writing 2. Middle Paragraphs - What you have to offer 3. Concluding Paragraph - How you will follow-up Cover Letter Format

**Your Contact Information**   
Name   
Address   
City, State, Zip Code   
Phone Number   
Email Address

Date

**Employer Contact Information** (if you have it)  
Name   
Title   
Company  
Address   
City, State, Zip Code

**Salutation**  
Dear Mr./Ms. Last Name, (leave out if you don't have a contact)

**Body of Cover Letter**  
The body of your cover letter lets the employer know what position you are applying for, why the employer should select you for an interview, and how you will follow-up.

**First Paragraph**   
The first paragraph of your letter should include information on why you are writing. Mention the position you are applying for and where you found the job listing. Include the name of a mutual contact, if you have one.

**Middle Paragraph(s)**  
The next section of your cover letter should describe what you have to offer the employer. Mention specifically how your qualifications match the job you are applying for. Remember, you are interpreting your resume, not repeating it.

**Final Paragraph**   
Conclude your cover letter by thanking the employer for considering you for the position. Include information on how you will follow-up.

**Complimentary Close**

Respectfully yours,

**Signature**

Handwritten Signature (for a mailed letter)

Typed Signature

**TASK: Analyze this cover letter**

**Sample Teacher Cover Letter**

I read you have a need for a teacher. I am very much interested in this position. I have been teaching for many years in both high schools and elementary schools, so I have a lot of experience.

My first job was as a kindergarten teacher in my hometown of\_\_\_\_\_\_. I also volunteered for Sunday school teaching at the local church.

The next classroom experience for me was a four-year stint as a second-grade school teacher in the city of \_\_\_\_\_\_\_\_ where I moved after marriage to my husband who is also a teacher. This school had a mix of students from diverse racial and cultural backgrounds, giving me the opportunity to adapt my teaching and relationship skills to different types of students.

Later on, I travelled to Thailand where there is a high demand for English teachers. I not only taught high school students a new language, I also had the chance to explore a new culture which broadened my view of the world.

Enclosed is my resume which further details my accomplishments in this field. I believe we should discuss employment options in an interview. I will contact you in two weeks. I look forward to working with you.

Thank you for your consideration.

Sincerely,

Signature   
Full name

**JOB 1: Graduate Consultant - Financial Services - London - UK travel**

**to £25K + benefits**

 We have an exciting opportunity for graduate level consultants to join a global banking group in their internal consulting division. They are undergoing a major integration programme in the UK following a number of major acquisitions and this team are working across all the business areas assisting with the mergers of systems, processes, departments etc.   
  
Successful applicants will need to have:   
  
\* At least a 2:1 degree in Mathematics, Statistics, Economics, Engineering or Sciences   
\* Strong analytical and modelling skills   
\* Good communication and team working skills   
\* Experience in a business / corporate environment - internship or a year in industry or summer placements   
\* Desire to work in a consultancy   
\* full flexibility to travel in the UK and work away from home when required   
  
This is an outstanding opportunity in a tough market for consulting, to gain invaluable hands-on experience of one of the largest financial services mergers in the UK. Further opportunities for international work.   
  
If you meet the above criteria, please apply by sending your CV to Sarah Harkin at: [sarah@mindbench.co.uk](mailto:sarah@mindbench.co.uk), quoting job reference: SH/GRAD/01.

**JOB 2: Mathematics/Statistics Graduate, Birmingham or Essex**

**Permanent**

First class opportunity to join a blue chip industry leading organisation operating from plush offices in the centre of Birmingham (or Essex).  
  
You need a degree in Mathematics, Statistics or Operational Research. It is essential that you have this type of degree, please do not apply if the subject of your degree is different.  
  
You must be highly numerate, and have skills in MS Office, Word and Excel. You will be trained by market leading analysts in the lucrative, career-propelling SAS software package, so any prior experience with either SAS, SPSS or Minitab is advantageous.  
  
You should also have earned good A level grades, and be a willing, fast learner aiming to forge a career as an analyst.  
  
To apply, email your CV to (see below)   
  
Circle Recruitment is acting as an Employment Agency in relation to this vacancy.

Location: Birmingham, Warwickshire, United Kingdom

Start Date: ASAP

Rate: 18000 - 21000 GBP blue chip benefits

Contact: Lucie Alker  
Please send Resumes (CVs) as WORD (any version) attachments.

Open To: Applicants must be eligible to work in the specified location

Posted Date: 01/10/2009

Reference: JSSR01102009/990902- (PLEASE quote this reference number.)

**JOB 3: Graduate Software Test Engineer**

|  |  |
| --- | --- |
| **Job Title:** | Graduate Software Test Engineer |
| **City / Town:** | Luton ,Milton Keynes |
| **Company name:** | Jobsite |
| **Company sector:** | Engineering |
| **Pay:** | £ 20-30K |
| **Job Description** | | |
| Graduate Software Test Engineer Â£20-30K - Buckinghamshire   Graduate Software Test Engineer required for privately owned organisation that supplies to the defence industry.   You will be working as part of a small team. The role will suit a bright graduate looking for a varied role using their mechanical, Mathematical or Physics background. You must have excellent problem-solving skills and be happy to work in a C# / Visual Studio programming environment. The opportunity is open to graduates and also testers with commercial experience, but you must have a minimum of 1st or 2i degree preferably from a redbrick university in Mechanical Engineer, Mathematics or Physics.   Buzzword: - Tester, Test Analyst, Web Testing, User Experience, Web Testing, Manual Testing, Black Box, White Box, ISEB, QA, Quality Assurance, PhD, MSc, BSc, MEng, BEng | |  |