

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)

Application Writing Guide

S Ashworth



Application Writing Guide:

This book delves into Application Writing Guide. Application Writing Guide is a vital topic that needs to be grasped by everyone, ranging from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Application Writing Guide, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
 - Chapter 1: Introduction to Application Writing Guide
 - Chapter 2: Essential Elements of Application Writing Guide
 - Chapter 3: Application Writing Guide in Everyday Life
 - Chapter 4: Application Writing Guide in Specific Contexts
 - Chapter 5: Conclusion
2. In chapter 1, the author will provide an overview of Application Writing Guide. This chapter will explore what Application Writing Guide is, why Application Writing Guide is vital, and how to effectively learn about Application Writing Guide.
3. In chapter 2, this book will delve into the foundational concepts of Application Writing Guide. This chapter will elucidate the essential principles that must be understood to grasp Application Writing Guide in its entirety.
4. In chapter 3, this book will examine the practical applications of Application Writing Guide in daily life. This chapter will showcase real-world examples of how Application Writing Guide can be effectively utilized in everyday scenarios.
5. In chapter 4, this book will scrutinize the relevance of Application Writing Guide in specific contexts. The fourth chapter will explore how Application Writing Guide is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, the author will draw a conclusion about Application Writing Guide. This chapter will summarize the key points that have been discussed throughout the book.

This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Application Writing Guide.

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