

An example of a covering letter to accompany Ashley Gill's CV for High Roller Group

Mrs L Groom
Graduate Recruitment Manager
The High Roller Group

4, Taylor Avenue
Beaconsfield
Berkshire
23 February, 2007

Dear Mrs Groom

Trainee Decision Maker

I am writing to apply for your Trainee Decision Maker post as advertised in the Prospects Directory 2007 and enclose my CV for your consideration.

Always say where you saw the job advertised

I first became aware of the High Roller Group at the London Graduate Recruitment Fair in December 2006 and was impressed with both the company profile and staff on the stand. My subsequent research has convinced me that the graduate roles on offer with High Roller would utilise the knowledge and skills I have gained on my degree, and my personal attributes.

Show that you've done your research with key quotes from the website.

In terms of the two main services offered to the sector by the High Roller Group of 'customer management' and 'improving quality and efficiency', I feel that my degree offers a firm foundation of theory and principles which would benefit the company. I am also an avid reader of the financial press and aware of current trends and developments within the insurance and pensions industry. This reading contributed to my final year dissertation.

I am, however, most particularly attracted by the emphasis the company puts on 'working with clients to understand their needs and those of their customers or pension scheme members'. I would draw your attention to my CV which shows the range of roles that I have undertaken which require high level communication, interpersonal and interpretive skills. This is best demonstrated by my successful completion of a 6-month work experience in Barcelona. Here I was required to perform precise and exacting tasks in another language and culture. I believe the ability to build and maintain productive relationships with clients and colleagues is one which I can bring to the role and organisation.

Draw attention to key selling points in your CV

The High Roller Group training scheme offers a platform of learning and experience leading to a wide range of opportunities which I find exciting.

While the advertisement for the post states that maths 'A' level would be an advantage for the post, I believe that my previous experience as financial assistant demonstrates both an aptitude and practical number ability which would be an asset to the High Roller Group.

I hope that, on consideration of my CV, you will be persuaded of my potential to perform well on this training scheme and to 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.

If you would like something taken into account express it here

Yours sincerely

Ashley Gill

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