

Cover Letter – Graduate Placement

Dear

As part of the Socrates/Erasmus programme of European university exchanges I am currently in the final year of a degree in Business and Management at the University of South Wales. Within the framework of my studies I have the opportunity to obtain a graduate placement with a UK based company for a period of 6 months from July 2016 onwards. I am keen to pursue a career in human resource management and looking to secure a placement in this area. I am particularly interested in working for your organisation and I am enquiring whether your company would be able to offer placement opportunities within the personnel department.

As you can see from my CV, my degree has developed excellent commercial awareness and includes integrated work placements in a broad range of sectors, including a recruitment organisation. This placement in particular gave me a real insight into the recruitment process and provided me with practical experience of dealing with people in an employment context.

Throughout my working life I have demonstrated good interpersonal skills and can form effective working relationships with people, which is essential for the HRM sector. Further, I am fluent in English, Spanish and French (my native language). I am confident in using information technology and familiar with IT packages such as I am also enthusiastic, flexible and would offer a high level of commitment and professionalism to your organisation.

If you need any further information please do not hesitate to contact me.

Yours sincerely

A Student