

Cover Letter – Graduate Training Scheme

Dear Mr Recruiter,

I am writing to apply for the graduate training scheme recently advertised on Unilife Connect and enclose my CV for your consideration.

I am in the final year of a BA (Hons) Business Information Management Degree at the University of South Wales. This degree involved a one-year sandwich placement with ABC Packaging Limited where I was responsible for maintaining and developing IT systems and user support.

As you can see from my CV my final year dissertation involved the evaluation of an in-house ICT system. This project involved excellent project management skills and the ability to communicate at all levels from senior management to end users.

I am keen to learn and motivated to progress professionally in the field of business information management and interested in the development and application of e-business. I am particularly attracted to your company because of your expertise in this area and the breadth of projects you have been involved in, both in the UK and overseas.

I am available for interview at any time and look forward to hearing from you in the near future.

Yours sincerely

A Student