

Cover Letter – Student Placement (Accountancy) Cover Letter

Dear Mr Recruiter,

APPLICATION FOR INDUSTRIAL PLACEMENT 2016-2017

I am an undergraduate student studying for a BA (Hons) Accounting and Finance Degree at the University of South Wales. I am aware that your organisation offers industrial placements for the 2016-2017 year and I am writing to enquire whether you would consider my application. I am extremely interested in joining your company and particularly keen to secure a position in the accounting department.

As you will see from the enclosed CV, my degree has provided me with an excellent background in a range of accountancy and finance areas including: financial accounting, management accounting, taxation, law, management and organisational behaviour. The course has also developed relevant abilities in analytical thinking, problem solving as well as a proficiency in information technology (including accounting software such as Sage). I have demonstrated both at university and in my working life that I am a confident communicator and can work equally well on my own or as an effective team player.

I am also highly motivated, diligent and reliable and have always carried out my responsibilities with interest and enthusiasm. I am committed to a career in the field of accountancy and financial management and would relish the opportunity of applying and developing my skills and knowledge in a busy working environment. Should you require any additional information please do not hesitate to contact me. I look forward to hearing from you in the near future.

Yours sincerely

A Student