

Cover Letter – Graduate Trainee (HR)

Dear

Trainee Personnel Officer, Human Resources Department

I enclose my CV for the above vacancy which was advertised on the university's jobsite, Unilife Connect on 29 June 2016.

As you can see from my CV my degree programme has developed strong commercial awareness which 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 management of the recruitment process and provided me with practical experience of dealing with people in an employment context. Throughout my working life I have demonstrated effective interpersonal skills and the ability to form good working relations with other staff which I feel is essential for the HRM sector.

I have always enjoyed and valued the vacation job I have held in retail at Town Stores Ltd. for the last five years and it was this that prompted me to consider a graduate career in Retail Human Resource Management. City Retail Company attracts me because of the variety of your training scheme and the quality of support and training available as demonstrated by your Investors in People award.

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 organisation. I can be available for interview at any time and look forward to hearing from you.

Yours sincerely

A Student