

8 Russell Street
Cranford
Lancashire
MN22 8YY
rf333@hotmail.com
7th February 2009

Mrs Matty Jenkyns
Personnel Manager
Manchester General Hospital
Hollbrook Avenue
Manchester
MN1 5BJ

Dear Mrs Jenkyns

I am looking for a within a hospital environment from June to September of this year. I am writing to you as I understand that Manchester General Hospital may have appropriate available. I have a strong interest in laboratory and clinical diagnostics which I understand are predominantly carried out at this hospital. As I live only 5 miles from your site, travel and accommodation would not be a problem for me.

I first became in the hospital environment after a school visit to your site. I was taken on a tour around the laboratories where the differing used in testing clinical samples for patients were demonstrated. Since then, discussion with my careers adviser has confirmed my decision to aim for a in this field.

Through my course, I have been able to develop my interest in biochemistry, whilst improving my laboratory along with my numeracy skills. I have gained some in HPLC and have good computing skills, having used several scientific I achieved 68% in my first year examinations and am hoping to achieve a high 2:1 for my course work this year. While at University, I have also been able to my skills in working with people through a variety of jobs. My work at a busy insurance office was in teaching me the importance of ascertaining customers' needs and providing clear and accurate information.

I would be most grateful if you could consider me for any suitable I will be available for interview at any time and am at my home address in Cranford from late May onwards. At all other times I can be at my college address. Please find my CV where you will find further information.

Yours Sincerely

Rosalind Franklin

Fill in the gaps with the words from the list

procedures vacancies experience enclosed interested techniques career utilise degree databases valuable positions contacted placement skills vacation

Adapted from: <http://www.kent.ac.uk/careers/cv/goodbadcovlet.htm> Accessed: Oct.18, 2009

16th July 2009
Your Address

Mrs. M Foster,
Graduate Recruitment Manager,
Elsewhere Bank plc,
39 High Street,
Manchester. M2 1RS

Dear Mrs Foster **(A)**

My name is John Andrews **(B)** and I am writing in response to your advertisement for a Graduate Trainee on the University of Kent vacancy database. **(C)** I enclose my CV for your consideration.

I first became interested in retail banking during an "Insight" course which I attended during my second year at University. Since then, discussion with my careers adviser and my own research have confirmed my belief that this is a career which will enable me to use not only my interest in business and finance but also my skills in working with people, both in an advisory and a managerial capacity. **(D)**

I am particularly interested in a career with Elsewhere Bank, because of the high reputation of your graduate training scheme, and your commitment to giving new recruits early responsibility. **(E)**

During my time as a student I have had a variety of part-time and vacation jobs, all of which have required me to work as part of a team and to deal directly with the public. I found my work at the Tourist Information Office particularly valuable in teaching me the importance of ascertaining customers' needs and providing clear and accurate information in response to those needs. **(F)**

As part of my degree course, I chose to carry out a final-year project which involved a statistical analysis of 150 questionnaires sent to local employers. To process this information, I taught myself to set up and use a database and felt great satisfaction in completing this project well ahead of the end-of-term deadline. **(G)** Although my overall degree result was a 2.2., this particular piece of work was awarded a high 2.1.

I will be available for interview at any time apart from the 12 - 24 August when I have arranged a holiday in Italy. **(H)** I look forward to hearing from you shortly.

Yours sincerely

John Andrews

John Andrews **(I)**

What part of the text do the tips refer to?

- Print your name underneath your signature, so it is legible
- Gives specific evidence of relevant skills for the job.
- Starting with your name can show a personal touch
- Shows that you have researched the career carefully. Here you can also say what attracts you to the employer (if it is a small company say you prefer to work for a small friendly organisation)
- Gives evidence of people skills. It is a good idea to emphasise the qualities and skills which are particularly relevant to the vacancy. Summarize your strengths and how they might be an advantage to the organisation.
- In the final paragraph, indicate your availability for interview. Mention any dates when you will not be available. Thank the employer and say you look forward to hearing from them soon.
- When you are applying for an advertised vacancy, state the job you are applying for and where you found out about it or if you are making a speculative application, make it clear
- Say what attracts you to the particular career
- If you know the name of the person in the company you are writing to, then use it.

Adapted from: <http://www.kent.ac.uk/careers/cv/standardcovlet.htm> Accessed: Oct.18, 2009

Useful sources:

<http://www.kent.ac.uk/careers/cv/exampleaf1.htm>

<http://www.kent.ac.uk/careers/cv/coveringletters.htm>