

1 Glasgow Street,
Glasgow
G1 1AA

10 August 2017

The Company
London
EC1 1PQ

Dear Mr Smith,

I am very keen to work for XXX company because (state why you want to work for them, show your extensive research of the organisation, e.g. leader in product development, early job responsibility, changing times, business results, exciting policies). I am currently looking for XXX role (state the types of jobs you are interested in).

I decided to pursue a degree in XXX (explain the value of your degree) and have the following skills that I believe will be of value to your organisation (these are three examples)

- Analytical skills – completed two projects in my degree on market research and behaviour analysis to identify product positioning and created statistical modelling
- Leadership experience – as the secretary of the XXX club I managed the events timetable for over 100 undergraduate students and the student feedback has improved by six points since last year
- Cultural adaptability -Being raised in Germany, working in the USA and now studying in the UK has widened my cultural awareness and helped me develop a feel for various cultures. I am able to perform and communicate effectively in diverse teams both professionally and socially

I enclose my CV and hope that the above provides a glimpse of my commitment to a career with XXX. I very much look forward to discussing this further with you.

Yours sincerely,

Student of UofG