

Red text highlights where **positive language** has been used

Your name
Your address
Your town/City
Your postcode

Addressee
Job Title
Company Name
Company address
Company postcode

Use the correct greeting

Ideally identify the person you are writing to e.g. Dear Ms Harding

If you don't have a name then use Dear Sir/Madam

Why are you writing?

Be specific about the type of work or department for which you are applying

Date

Dear Sir/Madam

I am writing to enquire about the availability of any suitable vacancies in the finance and auditing department at [Company Name]. I am due to graduate in June and I am currently on course to achieve a BA Hons (2.1) in Finance and Accountancy from the University of the West of England, Bristol. I am keen to gain a trainee position where I can build on my degree and experiences to date.

What do you know about the employer?

[Company Name]'s growing client base and European profile demonstrates its success. I am **keen to work as part of your organisation** to build on these successes and to contribute my skills and enthusiasm. I am aware of [Company Name]'s ongoing, and award winning, commitment to employee professional development and am motivated to learn from others and to work hard for [Company Name] to achieve my professional qualifications. I **take my responsibility to regularly update my knowledge very seriously**, as well as being open to extending aspects of my role where this will provide **a high level of customer service**.

What makes you a good candidate?

My previous relevant work experience includes an eight week internship working for Lloyds Banking Group where I was able to see how different members of the professional services industry work together effectively. I was also able to appreciate the importance of the audit function in supporting clients with their financial and business development. With the support of my mentor I **participated in establishing a new client business account** from start to completion; I received positive feedback about my professional approach. This experience **taught me the value of collaboration** and building client relationships by delivering accurate results on time.

Additional skills & qualifications with **evidence**

I have excellent communication and interpersonal skills which I have **developed through my part time work and voluntary experiences**. I have strong ICT and analytical skills which I have developed during project based modules as part of my degree, including Financial Accounting and Reporting and Corporate Finance, and through my roles at Lloyds and the Big Issue.

I am eager to pursue a career in this field, and am confident that **I would make an effective contribution to your team**. I enclose my CV and would welcome the opportunity to discuss any possible openings with you and look forward to hearing from you.

Positive ending

Yours faithfully

Sign off appropriately

'Yours sincerely' when you are writing to a named person

'Yours faithfully' if you start with 'Dear Sir/Madam'

Your Name
Email and mobile number