

## A covering letter to accompany a CV

59 Baytree Avenue  
Loughborough  
Leics LE11 6UU

*Always put your address on your letter*

*Address a person by*

- Miss
- Mrs
- Ms
- Mr
- Dr

*Don't use first and last name e.g. Dear Anna Price*

Ms A Price  
Graduate Recruitment Manager  
City Finance Forward  
London EC2A 2WW

10 February 2013

Dear Ms Price

*Be clear about what you are applying for, whether it is work experience, a job or asking if there might be opportunities in the organisation.*

I am writing in response to your company's advertisement on the Loughborough University Careers and Employability Centre website for a marketing analyst and researcher in the investment division of your organisation. I am currently on a Master's course in Economics and Finance and due to complete my course in September 2013.

*Refer to the CV which will contain all the factual information and details the employer needs. Draw attention to your knowledge of the organisation to show you have taken the trouble to find out about its business and how it relates to your own interests and experience.*

As you will see from my enclosed CV, I completed my first degree in China in 2009 in Business and Management. I was particularly interested in the marketing aspects of my degree and selected a project which looked at making financial projects attractive to a wide sector of people. I decided to continue my studies in the UK and concentrate on the economic and financial sectors. I am very keen to develop a career with a world-wide organisation such as City Finance Forward and am particularly interested in the expansion your organisation is undertaking in China.

Throughout my education I have developed strong analytical skills and have been especially interested in financial markets and the need to develop a wide portfolio of products to appeal to a broad market and ensure financial stability. My current course has enabled me to develop my skills further and given me opportunities for teamwork and project management. My work experience with Shanghai National Finance between 2009 – 2011 was invaluable in giving me an insight into the working of a very large financial corporation. I was promoted twice during my time there and led a new product development team.

*Make connections for the employer between what you can offer the company and what the employer wants. Use examples from study and work experience to demonstrate your suitability.*

*End the letter by sounding enthusiastic and keen to make a real contribution to the company. Let them know if you have exam commitments which you can't avoid.*

I believe the skills and strengths I have developed through my studies, together with my ability to speak Mandarin and English fluently, give me an excellent base for making a very effective contribution to your organisation.

I am available for interview at any time except during the examination period 12-23 March. I look forward to hearing from you.

Yours sincerely

*Caroline Wong*

Caroline Wong

*Remember to sign your letter and keep a copy. If you don't hear anything from the company you might decide to follow the letter with a phone call or email after 3 weeks.*