

[INSERT NAME]  
[INSERT ADDRESS]  
[INSERT DATE]

Dear [INSERT HIRING MANAGER'S NAME],

I am writing to you with regards to the [INSERT JOB TITLE] position currently advertised on Careers4students.co.uk, please find attached a copy of my CV for your consideration.

I have recently graduated with a [INSERT GRADE] in [INSERT SUBJECT] from [INSERT UNIVERSITY] and hope to put this to use in the field of [INSERT INDUSTRY SECTOR].

My course covered several topics, and I was particular interested in [INSERT SPECIFIC TOPIC]. I am keen to develop specialist skills in this area and build a successful career.

**IF YOU HAVE RELEVANT WORK EXPERIENCE INCLUDE THE BELOW**

I have put my course theory into practice in a variety of ways, most effectively as a [INSERT JOB TITLE] at [INSERT COMPANY NAME] where I [INSERT KEY ACHIEVEMENT].

Having extensively researched your company's values and products, I was especially interested in [INSERT COMPANY ASPECT THAT ATTRACTED YOU]. I feel you can offer me the ideal platform to kick start my career and I believe I can be an excellent addition to your team.

Should you be interested in my details and wish to get in touch to discuss my application or to arrange an interview, you can contact me via [INSERT PHONE NUMBER OR EMAIL ADDRESS].

I look forward to hearing from you soon.

Yours sincerely

[INSERT NAME]



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Graduate Cover Letter Template