**Graduate Cover Letter**

Address Line 1,

Address Line 2,

City,

Postcode,

Dear [INSERT HIRING MANAGER’S NAME or SIR/MADAME],

I am writing to express my interest in the [INSERT JOB TITLE] position currently advertised on [INSERT WHERE YOU FOUND THE JOB AD]; 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 OR DELETE THI SENTENCE IF SUBJECT AND INDUSTRY DO NOT CORRELATE].

The course covered many topics, and I was particularly drawn to [INSERT SPECIFIC TOPIC]. I am looking to develop specialist skills in this area and build a successful career. [INCLUDE IF YOU HAVE UNDERTAKEN ANY RELEVANT WORK EXPERIENCE]

I have put my course theory and the skills I learnt during University into practice in a variety of ways, most effectively as a [INSERT JOB TITLE] at [INSERT COMPANY NAME]. During my time here I [INSERT MAIN RESPONSIBILITIES].

Having extensively researched your company, I was especially interested in [INSERT COMPANY ASPECT THAT ATTRACTED YOU]. I feel your business would be the ideal place for me to begin [ /CONTINUE] my career in this industry and I believe I can be an excellent addition to your team.

If you would like 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. Thank you for your time and consideration.

Yours sincerely

[INSERT NAME]