

Cover Letter - Sample

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Mr Brendon Johnson
Graduate Recruitment Co-ordinator
Connor White Management Consulting
60 Albert Street
East St Kilda VIC 3183

Dear Mr Johnson,

I am writing to apply for your graduate program, as advertised on Monash University's Career Gateway. I am currently in my final year of a Bachelor of Commerce/Bachelor of Economics double degree at Monash, majoring in Human Resources Management and Economics. I have a strong interest in management consulting, where I hope to put my interests and learning into practice.

Connor White is a company of particular interest to me in light of the organisation's emphasis on working creatively as a team to solve clients' business problems; a philosophy that I believe engenders trust and long term client relationships. Both my studies and my employment experience in the retail sector have enabled me to extend my skills in the areas of communication, teamwork, and problem solving.

My current role as Assistant Shift Supervisor with Fine Food Supermarket involves duties that include preparing rosters, arranging shelf space, maintaining the enquiries desk and providing back-up to the cashiers and storeroom staff. By working collaboratively with management and staff, I have developed my skills in planning, goal setting and staff training & support,

As a volunteer and instructor with VICSwim, I have presented community education programs to raise awareness of water safety, and conducted swimming classes for individuals and groups. These activities have developed my skills in public speaking, organising and in taking responsibility for managing an activity program.

Thank you for reviewing my application. Enclosed is a copy of my resume and academic transcripts. I believe that I have demonstrated the qualities and skills that you seek, and would welcome the opportunity to discuss my application in more detail at an interview.

Yours sincerely,

Andrea J Douglas
Andrea Douglass



Contact us

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This Information was current at the time of writing and is intended as a guide only.

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