

Cover Letter – Graduate (Commerce)

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5 September 2011

Mr Brendon Johnson
Graduate Recruitment Co-ordinator
Shell
60 Albert Street
East St Kilda VIC 3183

Re: Shell Graduate Program

Dear Mr Johnson,

I wish to apply for the Shell Graduate Program, as advertised on Monash University's Career Gateway. I am in my final year of a Bachelor of Commerce at Monash University, 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.

Shell is a company of particular interest to me. From my research I am aware of the organisation's emphasis on working creatively as a team to solve clients' business problems. This philosophy resonates with me as it engenders trust and long term client relationships and would allow me to apply the communication, teamwork and problem solving skills I have developed through both my studies and employment experience.

My current role as Assistant Shift Supervisor with Fine Food Supermarket involves 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 and 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 taking responsibility for managing an activity program.

To support my application, I have enclosed a copy of my resume and academic transcripts. I believe that I have the potential to be a valuable member of your team and would welcome the opportunity to discuss my application in more detail at an interview. I can be contacted as indicated above on mobile 0413 447 946.

Yours sincerely,

(sign here...)
Andrea Douglass

Enc: Resume, Academic transcripts x 2

