Cover letter: Standard

12th April 2015

Recruiting Manager
Bose Media
11a Main Street
Wakefield
W10 1AF

Job reference: Grad/15

Dear Sir/Madam,

I am writing with regards to the graduate vacancy advertised in *The Times Top 100 Graduate Employers* directory. I am enclosing my CV for your information.

Having recently graduated with a BA in English Literature from The University of Manchester, I am now looking to apply the knowledge I have acquired into the workplace and the graduate role at Bose Media offers the perfect opportunity to do this.

I believe I meet all of the requirements outlined for the post. During my studies, I developed an excellent eye for detail and have significant experience of reading and interpreting large amounts of materials in a range of genres. I undertook a number of team projects as part of my studies, so I am very comfortable working as part of a team and am confident in my interpersonal and communication abilities. I have received feedback from fellow team members that helps to affirm this.

I am experienced in working to deadlines and accept that this would be an important part of the role. My abilities in this area are further demonstrated by the position I held as assistant editor at the university's student newspaper, *The Voice*, during the final year of my degree. This role required significant responsibility and commitment in terms of time and effort – something I relished. It was also necessary for me to hone my prioritisation and multi-tasking skills in order to effectively carry out this role alongside my academic studies.

I would welcome the opportunity to explain more about my interest in your company and the skills and experience that I can bring to the position. You will note from my CV that I have a real passion for literature, media and current affairs and look forward to sharing this with you and contributing to the future success of Bose Media.

I look forward to hearing from you in the near future regarding my application.

Yours faithfully,

(Signed)
Print name