

Cover letter: Gap in employment

3rd March 2015

HR Manager
Investment Ltd.
Bradford Building
23 Roe Street
London
WR11 5HB

Job reference: INV15

Dear HR Manager,

I am writing with regard to the position of graduate finance adviser at Investment Ltd, as advertised on the Prospects website. I also enclose my CV for your information.

My experience and qualifications make me an ideal candidate for this role. I graduated in 2012 with a BSc in Accounting and Finance and I have the technical knowledge you outline as essential. My degree included modules in auditing and business information systems and my dissertation considered corporate governance – all principles I understand to be important to Investment Ltd.

Throughout university I worked in a number of part-time positions to fund my studies, demonstrating my work ethic and commitment to succeed. This included working part-time at the students' union shop and a summer work placement at my local NBO Bank branch. During this time, I developed my skills in communication and customer service, along with an ability to work effectively as part of a team.

I secured a permanent role with NBO Bank very quickly after graduating, allowing me to put my degree knowledge into practice. Due to the 2013 economic crisis, NBO disbanded its graduate scheme and my role was made redundant. This gave me the opportunity to develop my transferable skills in other areas. I have since enjoyed volunteering at a local school and becoming more involved in my hockey team, even achieving my referee status in this time.

You will note from my CV and the information outlined, that I am committed to a career in finance and I have some excellent interpersonal skills relevant to the role of graduate finance advisor at Investment Ltd. I see this role as a great opportunity to put my enthusiasm and commitment back into practice in the workplace.

I hope I have sufficiently conveyed my interest and suitability for this role. I look forward to meeting with you in the near future to discuss the details of my application.

Yours faithfully,

(Signed)
Claire Smith