

Dear Madam or Sir,

Regarding the **[INSERT JOB TITLE]** position currently advertised on Monster.co.uk, 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]**.

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 WORK EXPERIENCE

I have put my course theory into practice in a variety of ways, most effectively as a **[INSERT JOB TITLE]** at **[INSERT COMPANY NAME]** where I **[INSERT KEY ACHIEVEMENT]**.

Having extensively researched your company's values and products, I was especially interested in **[INSERT COMPANY ASPECT THAT ATTRACTED YOU]**. I feel it would be the ideal place for me to begin my career and I believe I can be an excellent addition to your team.

I very much look forward to experiencing
being in ----- and observing and
participating in the life of the university.

Yours sincerely

[INSERT NAME]