

Recipient's name and address. Try to find out the name of the person to send your letter to and avoid using 'Dear Sir or Madam'

Patricia Griffin
X Company
Cover Letter Street
Dublin

Your name and contact details on the right hand side of the page. You can include your mobile number and email

Jane Anne Smith
46 Ballysimon Road
Dublin 6
Mobile: 085 231909
smith@tcd.ie

Use a heading. This makes it easier for the recipient to see straightaway what you are writing about. Include the full job title and vacancy reference number, if there is one advertised

16th May 2018

Dear Ms Griffin,

Re: Audit Trainee Vacancy AT1903

Introduction to the role you are applying for

I am writing to express my interest in the role of Audit Trainee advertised on the X website. I am in my final year of a Mathematics degree at Trinity College and I am very keen to build a career in audit.

My academic background in maths has equipped me with the analytical, numerical and critical thinking skills to carry out this type of work. I know from speaking with several of your employees at the TCD Careers Fair that you are looking for self-starters with leadership potential, and I believe I fit this criteria as I have taken the initiative in several group projects at Trinity. I have also gained practical experience during the summer as a Finance Intern in XX company which confirmed that this is the sector in which I want to build my career.

Talk about your experience and skills that are relevant to the role (check the job specification for required skills)

Demonstrate your enthusiasm and motivation by referring to what makes the company stand out, for example the company's expertise, company's culture, values etc.

I am involved in the Maths Society in Trinity College Dublin as an Event Manager which has involved networking extensively to identify and secure suitable speakers for our society events. I believe these skills would be very useful when dealing with clients during the audit process.

I am interested in working at company XX because I know there is a lot to learn to become an audit professional and I know you offer excellent in-depth training and career development opportunities to your staff. I am also impressed by your corporate social responsibility strategy and the support you give to local community organisations whilst promoting team spirit within XX.

I would welcome the opportunity to discuss my application with you at interview. Please find attached my curriculum vitae.

Yours sincerely,

Use 'sincerely' when the letter is addressed to a named person. Use 'faithfully' if you have to use Sir or Madam.

Notes

Jane Anne Smith

Unless you are applying to a creative organisation, where a more creative and visually interesting approach may be used, your letter should be laid out in a business-like and formal manner.

Your covering letter should cover only one side of A4 paper. Do not include pictures, patterns or borders.