Group and individual tasks

# Chapter 16: CVs and application forms

## Covering letter example - no comments

WeFindPeople Recruitment

Buckland Way

Cheltenham

GU99 8JU

Dear WeFindPeople

I am a second year student at Wattsmystudy University on the BSc (Hons) Economics and Finance Course and wish to apply for an internship with your company. I have enclosed my CV.

My commitment to work within a business organisation has developed through studying my ‘A’ Level Psychology and then Accountancy at degree level, which has given me a foundation of the knowledge and skills that I need to pursue my goal and which has made my determined to work in business. I am a hard worker, and although I thoroughly enjoy working with people. I have strong interpersonal skills and a passion for people through working in my retail job.

I feel I am able to carry out tasks effectively under pressure, and can work well individually and in a team. I have recently started some voluntary work with St John Ambulance in my spare timie. I am proficient in using all aspects of MS Office and have also studied ICT at GCSE.

I am particularly interested in applying with WeFindPeople because of the astonishingly good reputation it has as being one of theworld’s leading recruitment experts. The opportunity to work with you also provides me with extra interest through being able to gain a deeper insight of the human resources in which I find particularly interesting as I have knowledge of the recruitment sector through studying Business studies and in which I am passionate to work.

I hope you will find my details of interest, however if you have any queries then please do not hesitate to contact me on the number in the CV. I look forward to hearing from you. Thank you for your time.

Yours formally,

Ralph McRalph (Enc)