# Sample Cover Letter Template 1

Dear Ms ABC

***Re: HR Graduate Opportunity***

I have pleasure in attaching my CV for consideration for the role of HR Graduate as advertised within the NCI vacancy newsletter.

I am very interested in this opportunity and am very aware of Annaville Corporation as an organisation. I spoke with Sarah Wall at the Careers Fair in October who gave me an insight into the values and culture within Annaville Corporation. Your organisational values of always better, integrity and reimagining what is possible fit with my core values. I am aware also that you have won the gradireland graduate recruitment award for training & development for both 2021 & 2022 and that the role on offer is busy, wide ranging with exposure to xx and xx and with plenty of opportunity for development.

Having reviewed the job specification, I believe I could offer the following to the role:

* I have maintained a 2:1 average throughout my degree during which time I gained a strong grounding in HR management & development, recruitment, talent development and employment law.
* I am committed to developing a career within HR and have 4 months experience as a HR intern from within ABC corporation last summerDuring this time, I sourced large volumes of candidates using both traditional and digital media, interviewed using competency methods and extended offers to successful candidates. I controlled the process tightly and had a 90% offer to acceptance ratio.
* I am hard- working, enthusiastic and pro-active as demonstrated through my involvement in extra –curricular activities in NCI.
* I have developed strong inter-personal, communication, teamwork and leadership skills through my part time work experience in the retail sector.
* I have a full driving licence and am available to start work in September 2023.

I would welcome the opportunity to meet with you and if you have any questions please do contact me at anna.annaville@gmail.com or 086 111 1111

I hope my details are of interest and look forward to speaking with you in due course

Yours sincerely,

**Caroline Kennedy**

<https://www.linkedin.com/in/carolinekennedynci/>

# Sample Cover Letter Template 1

Dear Ms ABC

***Re: Marketing Graduate Opportunity***

I wish to apply for the position of Marketing Graduate as advertised on the NCI Careers Portal. As a recent Marketing graduate of National College of Ireland, I have gained a strong grounding in marketing through multiple internships and live projects. I also served as President of the Film Society at NCI where through various marketing initiatives I grew the membership by 45%.

This experience in promotion, social media and analytics have developed my interested in pursuing a career in marketing and I am particularly interested in Annaville Corporation as I would like to work in an environment where xxxx. From speaking with Sarah Wall at a recent presentation in NCI I understand that Annaville Corporation is a growing firm with a culture of xxx.

My relevant experience includes:

* Creating an integrated mock launch campaign for a luxury retail store– from brand development and communications planning to response tracking
* Assisting the marketing team in one of Dublin’s busiest agencies to create client pitches, direct mail and sales collateral
* Managing the Instagram page for National College of Ireland Careers Service reporting on student events.

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

Yours sincerely,

**Caroline Kennedy**

<https://www.linkedin.com/in/carolinekennedynci/>