

## Sample Cover Letter

Bishopstown, Cork,  
Tel:021 000000  
21/07/09

Ms. M Murphy  
EngSolutions,  
Cork.

Dear Ms. Murphy,

I am writing in response to your advertisement for a trainee ....., which is currently advertised on the CIT Careers and Counselling website at Cork Institute of Technology, where I am a final year ..... student.

During my studies at CIT, I am specialising in modules relating to ... (job)....., such as ..... (List).....and have achieved ..... (Results in any subject that you did well). In College there is an emphasis on project work (name Individual or group based projects undertaken briefly) as you will see from my CV I have spent the last 3 summers working in a ..... (Name firm and position). From this I have developed ..... (Name skills)

Your firm is of particular interest to me because {eg. it is a dynamic progressive firm which will allow me to develop skills and become involved in exciting projects such as.... }I enjoy challenges and have a strong ability in problem solving. I am keen to progress professionally and I believe that I could make a valuable contribution to your organisation.

I would welcome the opportunity to discuss the post and my own background in more detail, and would be available for interview at your convenience.

Yours sincerely,

*Tom Ryan*

Tom Ryan