

Sample Cover Letter 2

Bishopstown, Cork,
Tel/Email

Date: 21/07/09

Ms. M Murray
Solutions Ltd
Cork.

Re: Position of Research Assistant with Solutions Ltd

Dear Mr Murray,

I would like to apply for the position of Research assistant as advertised on the CIT Careers website. I believe that my background in undergraduate studies and my work experience to date would allow me to make a valuable contribution to this position early on.

I will complete my Honours degree infrom Cork Institute of Technology, Ireland. As part of this degree, I am involved in a group research project. This has provided me with valuable experience in....., research methods. I have completed a course in and have developed my knowledge inthrough subjects such as.....

In addition to my academic studies, I have developed skills from previous employment in the area of This experience also equips me well in technical aspects such as which I can bring to the position of

The position is of particular interest to me because it {eg. offers a challenge in an environment which I find extremely stimulating and enjoyable}. Your organisation is one that appeals to me because of its involvement in.....projects, the extensive and professional training support provided and the team based learning environment.

Please find enclosed a copy of my Curriculum Vitae which outlines my background in more detail. I would very much appreciate the opportunity to meet with you to discuss my application and look forward to hearing from you soon.

Yours sincerely

Patricia Murphy