

Cover Letter Example
Seeking Work Experience – Speculative Letter

22 Westerly Downs
Richmond Road
Cork City

20th January 2012

Ms O'Connor,
HR Manager,
EngSolutions,
Pearse Square,
Cork.

Dear Ms O'Connor,

Ref: Summer Work Experience

I am a third year student in the BEng (Honours) in Structural Engineering in Cork Institute of Technology. I am eager to gain summer work experience with a local company and would appreciate the opportunity to work with your firm.

EngSolutions appeals to me as you are a small, progressive firm where there may be opportunities to work as part of a team on various sized projects. A friend who is a Structural Engineering graduate was fortunate to obtain a placement with you in the past and he spoke highly of the training you provided, as well as the opportunity to work on an exciting, large design project.

As you will see from my enclosed CV, I believe I have the necessary skills, along with the commitment and enthusiasm to both contribute to, and benefit from a placement with your company.

I have ample experience of working with others, as I work as part of a team of five in my weekend job as a Bar-tender. I supervise the team and have gained valuable communication, team-building and organisation skills in this role. My final year college project is a team project and this also involves a presentation to the class group next month.

I have excellent IT skills being proficient in a variety of Microsoft packages and have practical design experience with using AutoCAD.

I would welcome the opportunity to discuss my capabilities in relation to a potential placement with you. I am available for work from June 5th up until to Sept 14th. Thank you for considering my application and I look forward to hearing from you.

Yours sincerely,

John O Donovan