

Sample Cover Letter

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Manager Graduate Programmes
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Dear Ms Klein,

Application for graduate retail management programme

I would like to apply for your graduate retail management programme, which was advertised on the University of Southampton Jobs Board. I will graduate this summer with a degree in Management Science, and am predicted a high 2.1. My proven leadership ability gained through captaining a sports team and my extensive experience of retail, as well as excellent customer service skills make me an ideal candidate for this role.

I first became interested in a career in retail through a part-time weekend job at my local Nine2Nine convenience store. I then gained broader food retailing experience in Waitrose, where I have worked for the past five years, progressing to the position of Senior Customer Adviser. An internship at the Head Office of Marks and Spencer confirmed my commitment to pursuing a career in retail management with a company that offers a wide range of food and non-food products and services. I enjoy the challenge of retail and the fast paced changeable environment, I have embraced my role as a Senior Customer Adviser and have worked hard to train and develop staff as well as show excellence through my actions.

I particularly want to join James Day Retail because of its rotational graduate scheme. I am keen to engage with all areas of the business before undertaking my first position as a store manager as I want to demonstrate my leadership ability through gaining a thorough understanding of the intricacies of each department. I was encouraged to apply through in-depth discussions with previous trainees whom I met at the University of Southampton careers fair.

As you can see from my CV, I have developed a range of skills and experience which will enable me to succeed on your graduate programme. In my work experience, I have excelled in delivering exceptional customer care and regularly receive positive feedback from colleagues and customers, which recently culminated in a 'Part-time Employee of the Year' award. Having worked part time throughout my university career I have demonstrated the hard work, time-management and flexibility which I believe are essential to success in a career in retail. As an active member of 'Fish on Toast', the student Entrepreneurs' Society, I also have a good understanding of the skills required to develop and grow businesses. I work well in teams and have gained useful leadership skills as captain of the University handball team. This required excellent communication and motivational skills to inspire the team to achieve second place in the recent, national British Universities and Colleges Sport competition.

Thank you for taking the time to consider my application. I hope that you will be persuaded that I have the enthusiasm and commitment, as well as the necessary skills and experience, to make a positive contribution to the graduate programme and the future success of James Day Retail. I am available for interview at any time and I look forward to hearing from you soon.

Yours sincerely,

Thomas Bell