

## Covering letter for an advertised position

Here's an example from Peter, applying for an advertised position, and seeking a career change:

Peter Evans  
11 Wood Lane  
York  
North Yorkshire  
QQ1 3ZZ

Imani Jackson  
Recruiting Manager  
The Environment Agency  
Midtown  
MDT 8XX

[Date]

### **Vacancy for Graduate Trainee Consultant – Countryside and Environment (ref: 1.2b)**

Dear Imani,

I would like to apply for the Graduate Trainee Consultant position advertised on OpportunityHub (The Open University). I enclose my CV for your consideration.

The opportunity to work for The Environment Agency appeals to me because of the innovative nature of the organisation and its explicit commitment to protecting and improving the environment. I see the potential of this training programme offering the opportunity to experience a range of functions which correlate directly with my specific interest in countryside management and my broader interest in the diverse project work undertaken by The Environment Agency.

I am particularly interested in the sustainability of habitats and the environment and this is an area that I've gained practical experience in and one which relates very closely to my academic studies. I have been involved for 8 years in a local project which protects natural habitats through the planting of trees and supports floodplain management. I spent an additional 4 weeks as a conservation volunteer on a sea turtle preservation project in Greece.

With a work background in the IT sector, I am looking to change the direction of my career at this stage, having built this practical experience and recently graduated with a BSc (Hons) in Environmental Sciences from The Open University.

My wider experience in the IT sector, allied to my extracurricular interests, have enabled me to develop strong interpersonal skills, to communicate effectively, to solve problems and to make sound decisions which are data-informed. These skills have become particularly evident in my voluntary work for the York Conservation Society.

I would welcome the opportunity to tell you more about my enthusiasm for this field of work and the attributes I am able to bring to this role. Thank you for your time and consideration and I look forward to hearing from you in the near future.

Yours sincerely,

Peter Evans