

## Sample covering letter

Joseph Bloggs  
27 Any Street  
Some Town  
ST3 4ON

27<sup>th</sup> September 2019

Mr Nikhil Patel  
Analytical Services Manager  
Bostock Chemicals  
Coburg CG12 1TR

Dear Mr Patel

### Re: Graduate Trainee Analyst (Reference GTA2)

Please accept my application for the position of Graduate Trainee Analyst with Bostock Chemicals. I am applying in response to the advertisement listed on the University of Trumbleton Careers and Employment website. I have attached a copy of my CV and academic transcript as directed.

I have just graduated from the University of Trumbleton with a MChem in Chemistry with Conservation (2i). During my degree I really enjoyed the analytical aspects of the course and this culminated in my final year project in which I analysed old artists' paints for levels of cadmium by GF-AAS. I would like to work for Bostock Chemicals because it is involved in many the manufacture and analysis of paints and pigments. Furthermore, the extensive professional development opportunities offered to graduates by Bostock Chemicals is highly attractive as I hope to continue to develop my skills and knowledge throughout my working life.

My MChem course has helped me to gain technical skills that should be relevant to the position of Trainee Analyst. I chose modules through which I could specialise in analytical chemistry and have had hands-on experience of using HPLC, GC, AAS, IR, NMR and flame photometry. My final year project also taught me about the importance of sampling and careful sample preparation. My skills are not confined to analytical chemistry as demonstrated by my summer internship with a research group at the university where I carried out synthesis of novel organic ligands. Thus I believe that I have all round skills in the laboratory environment and that I would be a quick learner at Bostock Chemicals.

As a part time waiter at Lazio's Pizza restaurant I deal with a wide range of people and handle challenging customers and situations. This has raised my understanding of the importance of listening to customers in order to build good client relationships. Throughout my employment and also during my studies, I have worked effectively as part of a team and am not afraid to step up and take a leadership role when appropriate. I have good communication skills which has assisted me to work well with others towards a common goal.

Thank you for reviewing my application. I believe that I have demonstrated the qualities and skills that you seek and would welcome the opportunity to discuss my suitability further at an interview.

Yours sincerely,

*J. Bloggs*

Joseph Bloggs