



Example covering letter – responding to an advertised vacancy

To be used in conjunction with the job description for a sustainability consultant and Ishani's CV.

Part of the job advert mentions that the company values learning and sharing ideas, and places an emphasis on working with people from different backgrounds. By including this example in her cover letter, Ishani is demonstrating she values those same things too.

Mirroring some of the language the job description uses also indicates Ishani will be a good "fit" for the role. She shows enthusiasm for the work the company does and how her experience to date has cultivated that.

Dear Alex Mallory,

Job Ref: Sustainability Consultant.

Please accept this email and attached CV as my application for the recently advertised role of Sustainability Consultant.

I believe I have the necessary skills and experience this role is looking for. I am due to graduate from the University of Nottingham this summer with a BA (Hons) in Geography. This course has given me a foundation level of knowledge in a range of sustainable and environmental concerns, and I am keen to put my theoretical knowledge into real world practice with your organisation.

I am particularly interested in the work you do with major corporate clients helping them use data and information to enhance their sustainability practice. This was a key theme in my final year written dissertation that looked at freshwater resources in global fashion chains and involved a fieldwork visit to Leicester to analyse the water near a textile manufacturing factory.

I have used data from primary and secondary sources to provide recommendations and reports for university projects and in my previous work experience at the Environment Agency. These analytical skills include using statistical analysis software and bespoke information databases to produce robust datasets from reliable sources. As part of my internship at the Environment Agency, I researched local recycling initiatives across the city and surrounding areas and wrote a summary report of recommendations on which initiatives should be invested in more heavily.

A large part of my course required critical thinking and debating on areas of sustainability such as community inequality, and human/environment interactions. This included preparing presentations for non-specialist audiences, public speaking and working in teams to prepare and present our thoughts. My communication skills have also been developed through my volunteer work with Nottingham Night Owls. My role is to actively listen to students and help them get home safely after a night out by providing clear information on the best method home. I work in a small team of volunteer students who have a range of backgrounds, ethnicities and cultures and I love learning from their experiences to provide different ways of helping people.

My degree and work experience so far have helped me to care about the bigger picture, a value that your company also believes in. I want to ensure that individuals and organisations are doing what they can to protect the environment and help them to discover new ways to improve.

Thank you for reading my application, I look forward to hearing more about the details of the role if I am invited to an interview.

Yours sincerely,

Ishani Smith

Ishani has addressed her email to the named contact on the advert. She has also clearly highlighted the job role she is applying for.

The role specifically asks for degree educated candidates, including this early in the cover letter instantly ticks that box.

Ishani has indicated a particular area of the role that appeals to her and has given an example of how she developed that interest.

The job description requires a candidate with strong writing and analytical skills. Ishani has provided a specific example of where she has demonstrated those skills.

Another key requirement of the role is communication skills, so Ishani has provided specific examples of where these have been used in her previous experience.

Ishani finishes strongly with a thank you, an interest in wanting to find out more about the role and signs off with her name.

[View full size letter](#)

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