

Mr John Smith  
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Dear Mr Smith,

Re: 288/001: Graduate Trainee – Audit

I would like to apply for the graduate trainee – audit programme, currently advertised on WikiJob.co.uk. I enclose my CV below for your consideration.

I first became interested in audit during my first year of university, when I attended a presentation by Carpenter & Co. Audit that appealed to my long-standing interests in business and mathematics. Furthermore, I feel audit would suit me as a function that would allow me to see projects through from start to finish.

I am particularly attracted to working at Carpenters & Co. because of the firm's excellent reputation, focus on client value, and the opportunity to train for the CIMA qualification, which will help me develop my skills and career. I met with current graduate trainees at the Carpenter & Co. September open day and was impressed by the friendliness of employees and very positive descriptions of working life at the firm.

I have extensive experience working as an accounts clerk at Partners Plc. I have undertaken various other work experience placements, which you can read more about on my CV attached below. Through all this, I have advanced workplace skills in teamwork, management, and presenting. Moreover, having worked in a company overseas in Spain for 10 months, I have professional competency at speaking and writing the Spanish language fluently in a working environment.

With regards to my academic career, I come from an advanced academic and analytical background having completed a degree in finance and mathematics at the University of Manchester. I also completed 5 A-levels, achieving high grades in each, demonstrating my wide ranging skill-set. I believe I am well qualified to add value to the audit team at Carpenters & Co.

Thank you for your time and consideration. I am available for interview from 31st May onwards, and look forward to taking the opportunity to talk with you further about my application.

Kind regards,

Jack Patrick Mung