

**Sample letter one- advertised position (*hypothetical example only- skill and experience summary should ALWAYS be targeted to job description. Some employers prefer the bullet point style below, others prefer paragraphs*)**

Your address

Date

Address of company

Subject line: Re: Application for International Recruitment Strategy  
Research Analyst Position

Dear (*person's name if possible. These days it is also possible to leave this greeting out completely and go straight to the line below*)

With five years' research experience into cross-cultural issues in management and employee relations, the following qualifications, skills and experience ideally suit me to the position vacant in your organisation;

- Master of International Business degree from University of Auckland (2008)
- Five years part-time work experience as Asian Affairs Policy Advisor in the agricultural division of the Ministry of Economic Development
- Strong analytical skills, with the ability to collect, analyse and synthesise both quantitative and qualitative data using relevant literature searches and computer programmes
- Thoroughly conversant with Microsoft office, Excel, Power point, SPSS and Strategy Planner
- Ability to move between different styles of writing including academic writing, report writing as well as writing for strategic policy
- Excellent verbal communication skills developed as a result of working in culturally diverse teams and giving presentations to academic colleagues and commercial employers

In addition to the above, the five years I have spent juggling part-time work with university coursework, research and extracurricular commitments have equipped me with exceptional time management and multi-tasking skills.

The above skills and experience are detailed in my attached CV and I look forward to meeting you in person to discuss my application further.

Yours sincerely

Anna Wong

**Sample letter 2- direct approach: requesting an internship/unadvertised position**

Dear X,

I became aware of your boutique brewery when researching for my thesis proposal, and then again while reading "Boutique Beers in NZ", by Clarence MCGuinness, where he discussed your dedication to locally grown and organic malts. Throughout my postgraduate studies and my research year, I have grown to appreciate the art of brewing and how it can be fine tuned with a little science. I would be delighted to be considered for an internship at Kokako Organic Brewers because of your passion for organic boutique beers and also to learn about organic beer brewing in New Zealand.

Currently I am doing my Masters in organic chemistry, and investigating local malts. My project is a review of New Zealand malt beers, and I have fermented malts from three regions in triplicates. I am assessing alkaline characteristics looking at colour and alcohol content, polyphenol, phenolics, flavanols and anthocyanin concentration as well as chemically analyzing for aromas using GC-MS methods.

From my part-time work experience at Frucor and Nutricia Ltd, I have gained organizational skills, analytical skills and experienced working in a laboratory environment. Lab demonstrating at The University of Auckland has helped me keep up to date with skills for specific analytical equipment as well as assisted me to continuously advance my knowledge in order to answer any questions the students may have. Through demonstrating, I have also learnt to be patient and to look for innovative approaches to tasks. I strive to one day become a new world beer brewer with skills that take me all over the world.

Additional qualifications, experience and skills can be found in my accompanying Curriculum Vitae and I would appreciate the opportunity for a personal interview to discuss internship and or graduate employment possibilities in detail. I will be able to travel to Palmerston North at my own expense on a date that suits you. I look forward to hearing from you at your earliest convenience.

Yours Sincerely,

Molly Hopps

