

Dear Ms NAME,

I am applying for the role of Environmental Analyst at company name. I noticed this exciting opportunity through careers page. After reading the post description I knew this was an opportunity I wanted to express my interest in. I am passionate about helping our environment and my passion to enter an environmentally focused career is long standing.

My degree has given me a wealth of knowledge and experiences to succeed in this role. From the need to research to stay updated with current news and events to creating and presenting reports. These experiences developed my organisation, time management skills as well as both my verbal and written communication. Achieving a 2:1 is evidence of my ability to use these skills, skills that I can use to provide a valuable service to company name.

Being able to organise efficiently and plan ahead effectively gives me the confidence to say I can succeed in this role for the company. Organisation will play a key role in staying updated with legislation, managing assessment projects and managing multiple workloads. By being an efficient planner I envisage this will allow me to meet any deadlines. Throughout my time in education and in employment I've never missed a deadline so with the utmost confidence I can say that I'm able to handle multiple workloads accurately to a high standard.

Being open minded and pragmatic means those in senior management can rely on me to take on further tasks, in a previous role as a research assistant a fellow assistant fell ill and was absent from work for some time. I assumed control of their workload whilst also managing my own. Their work was conducted successfully and to the given deadline.

For the past year I have been in a role that encompasses both teamwork and working from my own initiative, team work comes in the form of working with those in my department and with those in other departments. As the first individual to be moved to a higher pay structure in my department since the introduction of the new pay system I believe this shows my ability to work with initiative and support others successfully.

I hope to get the opportunity to express my excitement and skills to you in person.

Yours sincerely,

My name