

Rachel Peters
87 Westham Road
Putney
London
SW15 7TH

25 January 200X

Name

Add1

Add2

Add3

Dear xxxxxxxx,

REF

I am writing in response to the post for xxxxxxxx and have enclosed my Curriculum Vitae for your consideration.

I am a graduate in Environmental Design and Conservation and Environmental Policy, and my degree was focused mainly upon the field of policy and planning.

I am keen to apply my skills in assessing, advising and implementing effective waste management and recycling. I possess a strong passion for the preservation of the environment, and would embrace the opportunity to educate and enthuse both organisations and individuals in this subject.

My communication skills are of a very high quality; I am diplomatic and good-humoured, maintaining a positive and supportive attitude with the ability to achieve desired results. I work well under pressure, and can manage complex assignments with minimal supervision.

I am committed to developing a permanent career within the environmental field, and believe that this position would provide me with the opportunity to take the first step towards this.

I am confident that my experience and abilities provide a pivotal platform for undertaking this challenging and exciting role.

I would welcome the opportunity to discuss my application further, should you require any further information please do not hesitate to contact me.

Yours sincerely

Rachel Peters

Enc CV