

John Smith
Acacia Road
London N19 5HJ

Mr Hugo Johnson
Human Resources Manager
Miranda House
39 High Road
London W17 8FG

28th May 2016

Dear Mr Johnson,

I am writing in response to your advertisement for a Community Link Adviser on the “CVlibrary” website. I have previous experience in a community-based role in local government and aim to return to the public sector now that I have successfully completed my degree.

My course involved written assignments, research, analysing data, organising information and presenting results, both verbally and in written report form. I have strong IT skills, including database and statistics packages. My particular interests and the topic for my dissertation were in the areas of urban society, community care and the sociology of race and racism, all of which would have great relevance for the post you have available.

I understand the concepts of social inclusion and the need for services to be developed that are accessible in every way to all sectors of society. I believe strongly in the principles of equality and feel that my experiences, both working in Westminster and at university, have given me additional insight into issues of diversity.

My personal skills are in organising, finding solutions to problems and dealing with people. I have worked in two different customer focused jobs and developed strong communication and negotiating skills. I successfully organised study, home and part-time work, achieving a good degree and promotion in my job at the same time. I enjoy the challenge of resolving problems and I think I bring a creative outlook to finding solutions.

I am pleased to enclose my CV for your consideration and look forward to hearing from you in the near future.

Yours sincerely,

John Smith