## Avril Lee

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## Harry Smith

## Graduate HR director

## Big Company Ltd

## Woodcotes Business Park

## The Midlands

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## 15th April 2019

## Dear Mr Smith

## Re: Logistics graduate scheme

## I would like to apply for the logistics track of your graduate training scheme, advertised on the Prospects.ac.uk website. As requested, I am enclosing my CV.

## I am in the final year of my geography degree, expecting a 2:1. Always intending to have a career in business, I have taken modules on the geography of business and GIS modelling. My final-year dissertation is on changing patterns in retail. During my degree, I have developed my analytical skills and ability to read, manage and present data. I have also become familiar with a range of business intelligence sources.

## As you can see from my CV I have experience in:

## Retail - moving from shelf stacker to checkout operator to team leader in my two years with Fresh Foods. I contributed to the store consistently being in the top five for the region by providing excellent customer service.

## Warehouse operations - picking and packing to meet targets over the busy Christmas period.

## I have also:

## Worked in and led teams at Fresh Foods, on course projects and in sports.

## Communicated with colleagues at all levels in retail and warehousing.

## Solved problems as a team leader, ensuring staff cover and dealing with customer complaints.

## Worked flexibly doing both early and late shifts and covering for absence, sometimes at short notice.

## Managed my time when combining study with work and sport.

## My semester in Germany exposed me to a different culture and improved my language skills. In addition, my voluntary work with young people has increased my resilience and ability to mix with people from all walks of life.

## I look forward to hearing from you.

## Yours sincerely

## (Sign your name here)

## Avril Lee