

Ms Louise Brownlee  
HR Manager  
James Lewis  
Oxford Street  
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6 Grange St  
Bradford  
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Today's date

Dear Ms Brownlee

### **Graduate Retail Management Training Scheme**

I am a final year student at the University of Bradford, predicted to gain a 2:1 classification in my BSc (Hons) Psychology, and wish to apply for the Graduate Retail Management Scheme, as advertised on my university's careers website. I attach my CV for your consideration.

My commitment to a career in retail management has developed through my part-time and vacation work in a department store, where I have gained promotion to supervisor on weekend shifts. This experience has given me the chance to run a section of a busy department store, solve problems and keep the staff team well organised and motivated.

I am particularly interested in James Lewis because of the great success of your business model, involving fast turnaround of stock and introduction of new clothing ranges every 2-3 weeks, the opening of new stores throughout Europe and your effective use of online shopping to generate sales. Your reputation as an employer who develops its workforce and gives early responsibility to graduate trainees further attracted me.

My degree course has provided me with many transferable skills that would enable me to perform well on the graduate programme. I am a good team worker, through working successfully on several group projects on my course. The experience has shown me that I am able to get people to co-operate well in teams, as well as keeping a team on track to achieve its goal. Studying psychology has developed my analytical skills and my dissertation enabled me to carry out a small scale research project, which included designing and undertaking a survey and interpreting qualitative data.

My leadership potential has been tested out in several ways at university, such as through my role as President of the Psychology Society at university and as a Course Representative. In the latter role I have successfully negotiated solutions to problems, put forward by my peers, including a co-ordinated approach to the setting of assignment deadlines across the whole degree programme. This required good communication and perseverance.

I am a hard worker, strongly motivated to work in retail management and am able to bring energy and enthusiasm to this role, which I believe would be of great value in motivating others.

I hope you will find my CV of interest and I look forward to hearing from you.

Yours sincerely

Anna Cartwright