

MANDY HUGHES

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For the attention of: The HR Manager

Dear Sir / Madam,

Re: Graduate vacancies

Having researched your company at length, I am writing to express my interest in applying for an entry level position within your company. I believe I possess the skills and qualifications necessary to make a significant contribution to your operation.

As you will note from my CV, I graduated with a degree in Civil Engineering in 2021, preparing my final year dissertation whilst participating in the Erasmus Exchange Programme in Spain. The focus was on modelling compressive behaviour of scale model brick structures, consolidated through injections. My previous dissertation enabled me to explore modelling of materials under dynamic loading conditions. Both projects significantly strengthened my technical understanding and fuelled my passion for a career in civil engineering.

I have been employed throughout my studies, building an excellent reputation for business and customer service capabilities in my four years with Artec Communications plc. I am proud to have been trusted with a significant amount of responsibility as Customer Service Champion, contributing to healthy profits and consistently strong sales within the DC section.

My desire is to use my planning, problem solving, team work and communication skills to benefit your own team whilst continuing to be stretched and challenged along the way.

Please do not hesitate to call me on 07777 777666 to discuss my application in greater depth.

Yours faithfully,

Mandy Hughes

enc.: CV