

# Sample Cover Letter – Graduate (Commerce)

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25 March 2015

Mr Brendon Johnson  
Graduate Recruitment Co-ordinator  
Shell  
484 Blackburn Rd,  
Doncaster East VIC 3109

## Re: Shell Graduate Program

Dear Mr Johnson,

I am writing to apply for the Shell Graduate Program, as advertised on Monash University's Career Gateway. I am in my final year of a Bachelor of Commerce at Monash University, majoring in Human Resources Management and Economics. I have a strong interest in management consulting, where I hope to put my interests and learning into practice.

Shell is a company of particular interest to me. From my research I am aware of the organisation's emphasis on working creatively as a team to solve clients' business problems. This philosophy resonates with me as it engenders trust and long term client relationships and would allow me to apply the communication, teamwork and problem solving skills I have developed through both my studies and employment experience.

My current role as Assistant Shift Supervisor with Fine Food Supermarket involves juggling multiple tasks: preparing rosters, arranging shelf space, maintaining the enquiries desk and providing back-up to the cashiers and storeroom staff. By working collaboratively with management and staff, I have developed my skills in planning, goal setting and staff training and support.

As a volunteer and instructor with VICSwim, I have presented community education programs to raise awareness of water safety, and conducted swimming classes for individuals and groups. These activities have developed my skills in public speaking, liaising with a wide range of people, organising and taking responsibility for managing an activity program.

To support my application, I have enclosed a copy of my resume and academic transcripts. I believe that I have the potential to be a valuable member of the Shell team and would welcome the opportunity to discuss my application in more detail at an interview. I can be contacted on mobile 0413 447 946.

Yours sincerely,

Andrea Douglass

# Shell Australia – 2015 Graduate Program

Shell Australia is now recruiting a motivated for the 2015 Graduate Program. Ideally you will have completed a Commerce or Business degree with a major in Human Resources or Management.

This is a unique opportunity to enter into our Management Consulting stream where you will be mentored from the best in the business.

We are seeking community focused graduates who are excellent collaborative workers and problem solving orientated. You must have high level oral communication skills (including public speaking), the ability to liaise with a wide range of people and to develop and nurture client relationships. You must also have excellent organisational skills, particularly in planning and goal setting and a proven ability to juggle multiple tasks.

## **We offer:**

- A very supportive work environment – a buddy and a mentoring program
- Excellent remuneration rates
- Professional Development and Career planning
- An opportunity for local and international travel

## **Eligibility:**

You must be in your final year of Commerce/Business/Human Resources. Students must have Australian Residency/Citizenship at the time of application.

**Apply online, [www.shell.com.au/careers](http://www.shell.com.au/careers)**

Applications close 30 March, 5.00pm EST