

Student cover letter

Two sample letters, experienced and fresher. Keep the one closer to your situation, replace the text in [brackets] and every detail with your own.

SAMPLE LETTER: EXPERIENCED

Dear Hiring Manager,

I am applying for the management trainee programme in sales and distribution at [Organisation name]. I am a second-year MBA student in Marketing at a business school in Lucknow, and before my MBA I spent two years as a field sales executive for a paint company in eastern Uttar Pradesh.

In that job I managed 45 dealers across three districts and grew my territory's monthly billing by about a fifth in my second year, mainly by setting up a fortnightly visit plan for smaller counters that had been ignored. That experience is why I prefer roles close to the market over head-office work.

My summer internship was with a packaged-foods company, where I studied why a new snack range was moving slowly in rural outlets of two districts. I visited 120 retailers, found that the pack price did not suit daily-wage buyers and recommended a smaller sachet, which the regional team is now piloting.

I will complete my MBA in March and can join at any location your programme assigns. I would welcome the chance to discuss how my field experience could help your rural distribution team.

Regards,
[Your name]

SAMPLE LETTER: FRESHER

Dear Hiring Manager,

I am writing to apply for the accounts trainee position at [Organisation name]. I am in the final semester of my B.Com at a college in Indore, and I want to begin my career in a finance team where month-end closing and statutory work are handled in-house rather than outsourced.

Last summer I completed a ten-week internship at a mid-sized chartered accountancy firm. I reconciled bank statements for eleven small business clients, prepared GST return workings under a senior's supervision and helped the audit team vouch around 400 purchase invoices for a trading company. My manager asked me to stay on part-time during the audit season, which I did alongside my classes.

In college I am treasurer of the commerce association, where I track a budget of about two lakh rupees for fests and seminars and publish a monthly expense sheet for the faculty coordinator. I work comfortably in Tally Prime and Excel, including pivot tables and lookups.

My final exams end in April, and I can join from the first week of May. I would be glad to take a short accounting test or talk you through my internship work in person.

Regards,
[Your name]

BEFORE YOU SEND IT

- Lead with your degree, year of study and expected completion month, then one internship or project with a concrete result; recruiters reading hundreds of campus applications skim for these first.
- State your joining date and whether you have any pending backlogs, since placement cells and HR teams often screen on these two points before reading further.
- Keep the letter under one page and skip school marks unless the employer asked for them; your resume already carries the CGPA and Class 12 percentage.
- Use a clear subject line such as Application for Graduate Trainee, B.Com, available from May, and attach your resume as a PDF named with your full name.