

## **Примеры удачных сопроводительных писем. Сопроводительное письмо молодого специалиста**

To Whom It May Concern,

I would like to express my interest in a full-time position at staff within PricewaterhouseCoopers. I have learnt a lot about PricewaterhouseCoopers before, and this announcement has captured my attention. I am last year student of Finance Academy under the Government of the Russian Federation. I specialize in Finance & Banking with the major in Property valuation. I am currently searching for an opportunity to start a career within large consulting company.

I expect that my educational background and interpersonal skills excellent match with your requirements. I would like to be part of a reputable and worldwide organization such as PricewaterhouseCoopers.

Education in Finance enables me to treat with different aspects of corporate finance. I would like my future work to be directly connected with consulting, because I think it would help me to realize my dreams and aspirations. My energy, flexibility and teamwork skills combined with my analytical frame of mind would meet your expectations.

Please see my resume for more details.

Thank you for your time and consideration.

I am looking forward to meeting you soon.

Sincerely Yours, Ivan Ivanov

### **Комментарии Татьяны Никитиной, старшего специалиста отдела по подбору персонала компании PricewaterhouseCoopers:**

- Отсутствие опыта компенсировано подробным и логичным объяснением того, почему автор письма хотел бы работать именно в этой компании, учитывая ее карьерные устремления.
- Сделан правильный акцент на наличии личностных качеств, необходимых для работы в большой консалтинговой компании.
- Вежливая форма.
- Удачное завершение письма.