

COVER LETTER EXAMPLE

[FULL NAME]

[Email Address] • [Contact Number] • [Address/Location]

Lorraine Doherty
Mathys & Squire LLP
The Shard
32 London Bridge
London
SE1 9SG

16th August 2021

Dear Lorraine Doherty,

I am an M.Eng Engineering graduate from the [University of xxx] and I am writing to apply for the position of trainee patent attorney in your IT&E practice etc..

I was Captain of the 'Sports' team at school/university...

Continue to include relevant information throughout your covering letter, ensuring to redact references to your school, university, name, and gender.

Sincerely,

[Full Name]

NOTE TO APPLICANTS:

Please redact the following (as highlighted on example above):

- Name
- D.O.B
- Address
- Contact Details
- Name of School/University
- Any references to gender or indications of gender (for example – Captain of 'Sports' team rather than 'Netball' team or Head 'Student' rather than Head 'Girl' or 'Boy')

CV EXAMPLE

[FULL NAME]

[Email Address] • [Contact Number] • [Address/Location]

EDUCATION

M.ENG ENGINEERING • 2012 - 2015 • [University]

A-LEVELS • 2010 - 2012 • [School]

Outline A-level subjects & grades

GCSE • 2005 - 2010 • [School]

Outline GCSE subjects & grades

WORK EXPERIENCE

JOB TITLE • COMPANY • DATES FROM – TO

Summarise your work experience

JOB TITLE • COMPANY • DATES FROM – TO

Summarise your work experience

PUBLICATIONS

[AUTHOR/AUTHORS], TITLE OF PUBLICATION, DATE

SKILLS & ADDITIONAL TRAINING

German – Fluent

French – Fluent

Spanish – Intermediate

Leadership & Innovation post-graduate workshop – [School/Institution name] 2013-2014

INTERESTS & ACHIEVEMENTS

Head 'Student' in Year 12 at [School]

Captain of 'Sports' Team at [School/University]

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UNIVERSITY OF [REDACTED]
ACADEMIC TRANSCRIPT

Name: [REDACTED]

Student Information:

Date of Birth: [REDACTED]
 College: [REDACTED]
 University ID Number: [REDACTED]
 HESA ID Number: [REDACTED]
 Date of Admission: 1 October 2012
 Date of Leaving: 24 June 2016
 Mode of Study: Full Time

Programme Information:

Award: Master in Science
 Programme Title: Biology and Chemistry within the Natural Sciences programme
 Programme Code: FGC0
 Programme Outcome: Class II Division 1 (Honours)
 Date of Award: 29 June 2016
 Min. Full-Time Duration: 4 year(s)

Module Code	Module Title	Module Level	Mark (%)	University Credits	
Academic Year 2012-2013					
CHEM 1012	Core Chemistry 1A	1	[REDACTED: Please do NOT redact marks. This has been done for data protection purposes on this example transcript]		
CHEM 1022	Core Chemistry 1B	1			
BIOL 1171	Genetics	1			
BIOL 1281	Molecules and Cells	1			
Academic Year 2013-2014					
BIOL 2441	Molecular Biology	2			
BIOL 2491	Biochemistry	2			
CHEM 2012	Core Chemistry 2	2			
CHEM 2031	Structure and Reactivity in Organic Chemistry	2			
BIOL 2501	Cell Signalling	2			
Academic Year 2014-2015					
CHEM 3117	Advanced Organic Chemistry	3			
CHEM 3211	Bioactive Chemistry 3	3			
CHEM 3127	Practical Chemistry 3 - Organic	3			
BIOL 3491	Stress and Responses to the Environment	3			
CHEM 2051	Biological Chemistry	2			
BIOL 3601	Biochemistry and Biotechnology	3			
BIOL 3611	Crops for the Future	3			

Comments:

NOT AN OFFICIAL TRANSCRIPT WITHOUT THE UNIVERSITY STAMP AND SIGNATURE

[REDACTED]

[Handwritten Signature]

[REDACTED]

For Registrar and Secretary

OFFICIAL STAMP

This transcript does not show the outcomes of decisions made by Boards of Examiners about any mitigating circumstances or medical evidence which may exist for the student named. The overall academic performance of the student, as judged by the Board of Examiners, is reflected in the degree classification awarded by the University.

[REDACTED]
UNIVERSITY OF [REDACTED]
ACADEMIC TRANSCRIPT

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Min. Full-Time Duration: 4 year(s)

Module Code Module Title

Academic Year 2015-2016

BIOL 4022	Biochemistry Research Project (D)
BIOL 4011	Biomolecular Analysis
CHEM 4211	Bioactive Chemistry 4
CHEM 4271	Bioactive Chemistry Research Project (S)
CHEM 4081	Research Skills

Module Level	Mark (%)	University Credits
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[REDACTED]


For Registrar and Secretary

[REDACTED]
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