**Joel Daniel** *MBA, PhD*

*WADELL AVENUE, MANCHESTER*

*UNITED KINGDOM WE5 6RP (WILLING TO RELOCATE)*

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Mr Lott Garry

Director, Careers & Professional Development

Postgraduate Careers Services, University of London

2 June 20XX

Dear Mr Garry

**Re: Senior Careers Consultant Role ─ Job Reference LNP-347586**

**After teaching entrepreneurship and financial mathematics for six years in Singapore, I moved to England** in 2015 to study for my PhD. I also taught macroeconomics for two sessions at the University of Cardiff part-time. A turn of events led me to my current position, managing Apex Labs Recruitment Ltd and helping PhD, MSc, and BSc job seekers understand and navigate today’s tough job market.

In this role, I work with recent graduates and alums, counselling and retraining them to land jobs. This experience fits perfectly with the requirements for the career consultant role at the University of London, where I would advise MBAs on the strategies to implement to land top jobs upon graduation.

Even though I am a PhD holder applying for this role, I believe this position will still be challenging, and I am excited to learn on the fly.

My skills fit your needs as follows:

* **Coaching and Networking:** At Apex Labs Recruitment Ltd, I help job seekers understand what job roles to look for. I teach them how to professionally create LinkedIn profiles by optimising the headline and sub-headlines, profile photo, summary section, and achievements, among other sections. I also teach them how to write cover letters to get interviews, connect with alums, identify industry problems and trends, and develop networks. Also, I sit as an ‘industry advisory board member of the University of Westminster, advising on graduate employability and networking with practitioners.
* **Social Media:** I have developed a strong presence on social media*.* For example, nearly 24,000 job seekers and professionals follow me on LinkedIn. Job seekers have downloaded my CV and cover letter templates almost 9,000 times, indicating how useful they considered my ideas and approaches to writing these documents.
* **Facilitation*:*** At Solutions Recruitment Ltd, I have assisted the team with sourcing Dot Net Developers for over 15 UK companies, used our CV resource platforms to find talented candidates, negotiated contracts, and placed successful candidates, all while working remotely part-time.

Working in the private employment agency subsector has given me an invaluable foundation, and now I am ready to move into career advisory in a university setting. I am eager to learn more about the University of London’s strategies for transitioning postgraduates on one-to-one or group coaching from an academic degree to the career world and discuss how my experience might benefit the Postgraduate Careers Service team.

I have attached my CV for your review.

I welcome speaking with you in person to discuss this opportunity further.

Sincerely yours,



Joel Daniel