

Robert Lennon
Hiring Manager
Dayjob Ltd
120 Vyse Street
Birmingham, B18 6NF

27th April 2012

Dear Mr Lennon

I am writing to express my interest in the position that is currently available with your company. I appear to be a perfect match for this role which was recently advertised on the www.dayjob.com website.

My passion for the sector is equally matched by my experience in it, and I am confident that I can help your company meet any challenges it faces in the future. I am presently employed as a with....., where I have gained a reputation not only for my impressive work rate and integrity but also for my skills. The attached resume will provide a more complete overview of my accomplishments. However what it may not show is that I am a self motivated individual, who is able to perform well under pressure & who can bring to the table solid capabilities in areas such as, &

Currently I am looking to join an exciting and ambitious organisation such as yours, therefore I would like to arrange an interview with you so I can explain in more detail the contribution I can make to your company.

I appreciate you taking the time to review my credentials and I would like to thank you for your time and consideration.

Yours sincerely

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