

Mary Armstrong
Hiring Manager
Dayjob Ltd
120 Vyse Street
Birmingham
B18 6NF

23rd April 2012

Dear Ms Armstrong

I would like to propose my candidacy for your position of which was advertised on the www.dayjob.com website today.

I am a highly talented and experienced, with an extensive background in....., and am currently employed as a With my practical experience and long track record of success I am confident that I can become a top performer at your company. My long term career goal is to continue to learn and grow my specialist skills and abilities, whilst utilising my experience, knowledge and skills to benefit any employer I am working for.

I invite you to review my attached resume which will show you that I am a capable and professional individual who is able to perform to the highest standards in areas such as,, and The foundation of my achievements to date lies in my ability to organise my time effectively, prioritise tasks, and use my initiative to come up with solutions to problems.

I am available for an interview at any time, and should you require any further information then please do not hesitate to contact me. In the meantime I thank you sincerely for taking the time to read my application, and I very much look forward to an opportunity to speak to you in more detail regarding this position.

Yours sincerely

Michael Robinson

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