Mark
Clive
Assistant
Manager

Karen Cunningham
Hiring Manager
Dayjob Ltd
120 Vyse Street
Birmingham
B18 6NF

Date 12th January 2013

Dear Ms Cunningham

Kindly accept this application from a talented and capable applicant who wishes to apply for your Assistant Manager vacancy which was advertised on the dayjob.com website today.

I would bring to your company real life experience of the following areas, ……., ……. and …… . All of these being fields mentioned in the job advert. On top of this I am able to identify, exploit, take advantage of and fully develop any sales opportunities that come my way.

With my present employer I have consistently exceeded all goals set for me, and am valued for my hard work, reliability, tenacity and ability to come up with solutions to problems. A good illustration of this is where I ……
My core strengths include, but are not limited to the following:

- Creating a enjoyable and vibrant shopping experience for customers.
- Having the experience, enthusiasm and desire to make a real difference.
- Maximising sales through marketing campaigns.

I would be grateful for the opportunity to demonstrate my capabilities further at an interview. Please feel free to contact me to arrange a meeting a t your earliest convenience. In closing I would like to thank you for taking the time to consider my application, and I eagerly look forward to hearing from you.

Yours sincerely

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