

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

Date 23<sup>RD</sup> July 2012

Dear Ms Cunningham

I am writing to express my keen interest in your vacancy for a Civil Engineer which was recently advertised on the dayjob.com website.

My background in this field includes working in the ..... and ..... sectors, both areas that your job advert said a candidate must have experience in. In addition to this I have extensive knowledge of....., and also have considerable understanding of ..... and .....

As someone who is dedicated to providing the highest quality of service at all times, I am always intimately involved in everything that happens in my department and am only truly happy when a client is completely satisfied with my service. The foundation of my success lies in my talent and passion for the ..... industry. As a highly motivated person I view each customer as a potential sale and business opportunity waiting to be discovered. In every company I work for I not only bring new energy, fresh ideas and a different way of thinking, but also help fellow work colleagues to achieve their full potential.

With my present employer I have a well deserved reputation for getting all tasks given to me done on time and within budget. I have a track record of conversing confidently with customers and would also like to mention the great pride I take in my work. For me it would be an honour to be a part of and contribute to a company like yours which is known for its talented workforce and high standards. I thank you for your time and I look forward to hearing from you in respect of an interview.

Yours sincerely

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