

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

Date: 9<sup>th</sup> May 2012

Dear Ms Cunningham

I would like to propose my candidacy for your position of..... which was advertised in the latest issue of the .....

I am enthusiastically applying for this post because I firmly believe that a combination of my natural ability, technical expertise and work experience all make me an ideal candidate for this role. As a talented ..... I am intimately familiar with key fields such as ..... and ..... I would also bring value to a company like yours through my experience in the ..... sector, and my positive 'can do' attitude.

For the past ..... years I have been employed in a busy role where I am required to ....., this is exactly what you have requested in your job advert. Furthermore I would like to state that I am keen to join a winning team and reputable company like yours, where I will be able to develop useful skills that will be of great value to me later on in my career. Another reason for my application is that your company excels at ....., a field that I would like to enter into.

I consider myself a productive worker with a solid work ethic who exerts optimal effort to ensure all tasks given to me are completed on time and to the highest standards.

My strengths include, but are not limited to the following;

- A motivated self-starter who takes the initiative, and who can work with minimal supervision.
- Being committed to providing a superior service to any company I work for.
- Fully computer literate with extensive software knowledge and proficiency covering a wide variety of applications.

Greater details of my accomplishments and achievements can be found in my attached resume. I am available for interview at any time and can start work at short notice.

Thank you for the time you have taken to consider my application, and I eagerly look forward to hearing from you.

Yours sincerely

Rachel Montgomery

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