

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

Date 17<sup>th</sup> October 2013

Dear Ms Cunningham

I am writing to express my keen interest in your vacancy for an Office Manager 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 any office that I work at.

The foundation of my strength lies firstly in my attention to detail, and secondly in my ability to ensure that all processes are as efficient as possible. In every company that I have ever worked for I not only bring new energy, fresh ideas and a different way of thinking, but I also do my best to help fellow work colleagues 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.

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

Amir Khan  
123 Some Made Up Road  
Birmingham B111 8AAA  
T: 0044 121 638 0026  
E: info@dayjob.com

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