

**JILL KENDAL  
SALES  
ASSISTANT**

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Heather Benn  
Hiring Manager  
Dayjob Ltd  
120 Vyse Street  
Birmingham  
B18 6NF

24<sup>th</sup> June 2012

Dear Ms Benn

Please find enclosed my resume in response to your advertisement yesterday on the ..... website for a .....

As a skilled ..... I am looking for exactly this sort of position with a reputable company like yours where my abilities will not only be recognized but also rewarded. After reading the job description I am convinced that my background, work experience and qualifications all combined make me suitably qualified for your specific requirements.

I am very confident that I can make an immediate and significant contribution to your company's operations in the areas of ..... and ..... I would also bring to your position and company an ability to not only work hard but also identify areas where performance improvement is needed. On top of this I have considerable experience in the fields of ....., ..... and .....

For the past .... years I have worked for ..... as a ..... With my present employer my achievements range from setting up a ....., right through to being in charge of the ..... I would also like you to know that I work well with other people and consider myself to be a strong communicator, presenter and also listener.

You will find me to be a reliable person who has a professional, calm and honest approach to all work related matters. Technically minded and with good problem resolution skills, I am able to work effectively in fast paced and ever changing environments.

Please refer to the accompanying CV for more detailed information regarding my abilities and skill sets.

If this brief account of my competencies intrigues you enough to invite me for an interview then feel free to contact me at your earliest convenience.

Yours sincerely

Jill Kendal



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