

Dayjob Ltd 120 Vyse Street Birmingham B18 6NF

23rd April 2012

Dear Ms Williams

I was very excited to see your vacancy for a, which was advertised yesterday on the www.dayjob.com website. I am a well qualified who would be an excellent choice for this position.

I have an ability to grow with a job, handle responsibility and build positive relationships with work colleagues at all levels. My present employer is very satisfied with my work rate, and I am confident that I can bring the same level of high performance to your company.

Beyond that which is already mentioned in my attached resume, I am someone who knows how to set goals and achieve them, and have a proven track record of being able to conceive, develop & execute strategies. I feel certain that my strong,skills coupled with my ability to will be of immediate value to your company.

I very much hope that you will look favourably upon my application by recognizing my enthusiasm, talents in the field of and my future potential. I would dearly like to further discuss the scope of this position, with you in person, and would welcome the chance of a meeting.

Thank you in advance for your time and consideration.

Yours sincerely



Dayjob Ltd 120 Made Up Road Birmingham B11AA 6FF T: 0044 121 638 0026

T: 0044 121 638 0026 E: info@dayjob.com

Copyright information - Please read

© These <u>cover letter examples</u> are the copyright of Dayjob Ltd 2012. Job seekers may download and use this particular cover letter example for their own personal use to help them write their own one. You are also most welcome to link to any page on our site <u>www.dayjob.com</u>. However this cover letter must not be distributed or made available on other websites without our prior permission. For any questions relating to the use of this cover letter template please email: <u>info@dayjob.com</u>.