

Winston Jeffers
Hiring Manager
Dayjob Ltd
120 Vyse Street
Birmingham, B18 6NF

25th April 2012

Dear Mr Jeffers

Your advertisement for a caught my eye, and as I appear to be a perfect match for this position I am eagerly applying for the vacancy.

As an accomplished with over years experience in the field of, I am well positioned to join your company and make an immediate positive impression. My key areas of expertise include, but are not limited to the following;

- A solid background in....., and
- Possessing a convincing track record of
- Having a well deserved reputation for..... and

I believe that my skills, experience, and reputation for excellence can greatly enhance your company's already impressive performance.

I have a proven track record of responsibility, integrity and commitment to company objectives. I am comfortable working independently or as part of a team, and I firmly believe that your needs and my skills are an excellent match. In addition to all of this I possess impeccable personal and work references which I can present to you when we meet.

Thank you for taking the time to consider my application. I look forward to calling you in a few days time to arrange an interview at a mutually convenient time.

Yours sincerely

Simon Higgins

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