

Mr Sunny Outlook
Happy House,
Sunshine Lane,
Happyland,
HAP P33

Mr M Ployer
Recruitment Manager
Unlocking Cornish Potential
Trevenson House
Trevenson Road
Pool
Redruth
TR15 3RD

1st January 2009

Dear Mr Ployer

I am writing to apply for the Finance Manager position as advertised in the West Briton, ref:12345ABC.

In this paragraph Detail the skills and experience you feel you can offer the company against the advert, and job description/person specification if available.

Now state why you are interested in the role and why you want to work for the organisation.

End positively, encouraging a response e.g.
'I look forward to hearing from you'

Yours sincerely

S Outlook

Sunny Outlook

How To Type A Cover Letter

James Innes



How To Type A Cover Letter:

How To Type A Cover Letter Book Review: Unveiling the Magic of Language

In an electronic era where connections and knowledge reign supreme, the enchanting power of language has become much more apparent than ever. Its power to stir emotions, provoke thought, and instigate transformation is truly remarkable. This extraordinary book, aptly titled "**How To Type A Cover Letter**," compiled by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we will delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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