

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

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How To Type A Cover Letter

Joshua Carter



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