

Rintonbury  
West Yorkshire  
RY3 4ML  
Tel: 01924 123456  
Mobile: 0779000000

4July 201?

AH Ferguson  
Personnel Director  
Bull and Sons  
Streetford  
Manchester  
MU3 4WS

Dear Mr Ferguson

A friend of mine who works for your company tells me that you may soon be looking for new staff. I also read on the Rintonbury Eagle website on 4 July 201? that you might be moving to a new site and taking on more staff.

I would be very interested in working for you as a machine operator or training to do other shopfloor work.

I have 10 months experience operating machinery for a manufacturing company, mainly using DD44 machines to produce cogs and screws. I worked to schedules and always reached my targets. Whilst with this company I qualified to NVQ Level II.

The enclosed CV contains further details of my skills and experience. Please note that I have worked as part of a team, which I believe is how your shop-floor operatives work.

I am keen to work for a company like yours that offers good prospects and look forward to meeting you soon. I will ring you on Thursday to check the situation.

Yours sincerely

*Lee Kirkwood*

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