

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

4 July 201?

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

Dear Mr Ferguson

I would like to apply for the post of Marketing Assistant (Ref. OP55/00) as advertised on the Rintonbury Eagle website on 4 July 201?

The enclosed CV contains details of my skills and experience. Please note that these include the ability to work in a team and achieve targets, as mentioned in your advertisement.

I am keen to work for a company like yours that offers good prospects and look forward to meeting you soon to talk about the job.

Yours sincerely

Lee Kirkwood

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