

Rintonbury  
Maybyshire  
RY3 4ML

Tel: 01924 123456

4 July 201?

A.H. Ferguson  
Personnel Director  
Bull and Sons  
Streetford  
Mancaster  
MU3 4WS

Dear Mr. Ferguson

I would like to apply for the post of Comberator (Ref. OP55/00) as advertised in the Rintonbury Eagle 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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