

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

A friend of mine who works for your company tells me that you may soon be looking for new staff. I also read in the Rintonbury Eagle on 4 July 201? that you might be moving to a new site and taking on workers. I would be very interested in working for you as a comberator or training to do other shopfloor work.

I have 10 months experience comberating for a doodah company, mainly using DD44 machines to produce jingies and pingies. 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 your shop-floor operatives do.

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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