

## EXAMPLE OF A CV/APPLICATION COVERING LETTER

Mr V. Black  
The Company  
Someplace Road  
Hoyland  
Barnsley S74 8SD

Mr James Anybody  
Anywhere Street  
Hoyland  
Barnsley S74 9DS

Tel: 0778-19878910

7<sup>th</sup> October 2011

Dear Mr Black,

Please find enclosed my CV / Application for the post advertised in the Barnsley Chronicle on 07 October for the position of -----.

The nature of my experience has prepared me for this type of work and position. I have gained a great many of the skills sets that you require. I am self-motivation, flexible, reliable and understand the needs of this type of work.

I am a fast learner, with a keen eye for detail and I should be very grateful for the opportunity to be part of your company team. I not only have the ability to take on the responsibility of this position immediately, but also the enthusiasm and determination to ensure that I make a success of it for both myself and the company.

Thank you for taking the time to consider this application and I look forward to hearing from you in the near future.

Yours sincerely

*James Anybody*

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