

14, Newton Road
Densfield
Worcestershire
WO4 6YH

Tel: (01256) 456789

Ms A Winter
Personnel Manager
LIB Publishing Ltd
45 Book Street
London W1B 4BK

Dear Ms Winter

Ref : Editorial Assistant vacancy

I am writing to apply for the position of Editorial Assistant that you advertised in The Guardian on 8 May 1996, as I believe it offers the career challenge which I am seeking.

As you will see from my enclosed Curriculum Vitae, I graduated from the University of Sussex last year and since then I have had a successful year working in a scientific environment with a local chemical services firm.

I would like to highlight the following skills which I believe would add value to your organisation:

Organisational skills - developed in my current job with Desford Chemical Services.

Accounting skills – developed in my role as University Entertainments Officer where I prepared annual reports and accounts and was responsible for a budget of £15,000 per annum.

Interpersonal skills – developed through working in a team environment in my current role and through a number of holiday vacation positions.

I have a keen interest in scientific publishing and would appreciate the opportunity of an interview to discuss why I believe I am a good match for your requirements.

I look forward to hearing from you.

Yours sincerely

Angela Nadia Other

(x x x *English for Science and Technology*, Cavaliotti – The British Council, Bucharest,
1996, p. 111)