Dear Sir/Madam,

I am writing to apply for the post of - which I read on the - website.

I have 7 GCSE’s at grade C and above, 2 BTEC qualifications at Distinction\* and an NVQ level 3 in Creative and Digital Media. I am punctual and trustworthy and take pride in completing jobs to the best of my ability. I learn new skills quickly and enjoy working within a team environment or on my own, taking responsibility for my actions. I consider myself to be a creative person, with an eye for detail, willing to try my hand at most things. I am a friendly communicator who listens to instructions and acts upon them to ensure the deadlines are met.

Determined and motivated, I am keen to build on my knowledge and experience learnt to date and feel that I will make an immediate and positive contribution with a new organisation. I am looking for a new challenge and feel that your organisation would inspire me and provide me with new skills.

Yours Faithfully,

Toni Ross.