

17 Saddlers Court

Bristol

BS15 1SF

22 September 2016

Dear Sir/Madam,

Having achieved many goals in my career, I am interested in expanding my professional horizons by seeking new challenges and I would like the opportunity of working for this company.

I am a professional, confident and methodical person always willing to take on new challenges. I am a pleasant and approachable person, with good communication and organisational skills. I enjoy building close working relationships with team at all levels which I am able to adapt too easily. I have exceptionally high work and personal standards.

Throughout my working life I have strived to demonstrate a 'can do' attitude. I am extremely reliable, self-motivated and believe I have many transferrable skills that are valuable for this company.

I hope I have been able to demonstrate my skills and attributes and have pleasure in enclosing my CV and look forward to hearing from you in the near future, and I would be very keen to discuss my experience and abilities at interview.

If you need any further information, please contact me (my details are on CV).

Thank you.

Yours faithfully

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(MINDE VIERAS)