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

Minde Vieras

(MINDE VIERAS)