*Dear Mr Black,*

*Please find enclosed my CV in application for the post advertised in the Guardian on 30 November.*

*The nature of my degree course has prepared me for this position. It involved a great deal of independent research, requiring initiative, self-motivation and a wide range of skills. For one course, [insert course], an understanding of the [insert sector] industry was essential. I found this subject very stimulating.*

*I am a fast and accurate writer, with a keen eye for detail and I should be very grateful for the opportunity to progress to market reporting. I am able to take on the responsibility of this position immediately, and have the enthusiasm and determination to ensure that I make a success of it.*

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

*Yours sincerely*

**Martin Lachev**