

33 Mother Road
Halifax
West Yorkshire
HX2 0TZ

Dear Mr Smith,

I would like to apply for the post available for work experience at _____
from _____ to _____.

I am particularly keen to work in a _____ environment and would like to gain as much experience across as many departments as possible. As you can see from my CV, I have good target grades with competent numeracy skills. I can work well independently or as part of a team, and through working cooperatively in sports teams I can see situations from someone else's point of view. I also work with speed and accuracy and I am a patient person.

I enclose my CV and would be pleased to attend an interview at any time.

Yours sincerely,

Francis Jones