

**4 The Street
London
E11 4AB.
020 7123 4567
your@email.address**

Marks & Harrenham plc
Retail House
123 Any Way
Sometown
AB12 3CD

Attn: Mr Brian Smith
HR Manager

1 April 2004

Dear Mr Smith

With reference to your advertisement in the Evening Standard on Monday 4 August I would like to be considered for the post of Manager at your Walthamstow branch.

As you will see from my enclosed CV I am currently assistant manager of an office supplies company in Wimbledon. I have often visited the Wimbledon branch of Marks & Harrenham and have been impressed by their product range. I wish to develop my career further and I believe, that with my varied retail experience, I can make a significant contribution to your company.

I am available for interview at any time and could start work after one month's notice to my present employer.

I look forward to hearing from you.

Yours sincerely

AEBody

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