

# Example covering letter

21 Green Lane  
Bridge Heath  
New Town NT5 3NL

Mr N Black  
Horton and Black Bindings PLC  
Units 34-39  
Waterside Business Park  
Feeder Way  
Walton WA12 9PF

14 February 2016

Dear Mr Black

Accounts Clerk: Vacancy Reference 168495

Please find enclosed my CV in application for the post advertised on your website on 12 February 2016.

Since completing my BTEC First Diploma in Business [with Merit], I have been particularly keen to apply my business, administration and finance skills with a company that operates across Europe.

I am a fluent speaker of Spanish and also have a working knowledge of German.

I am a fast and accurate worker, with a keen eye for detail. I really enjoy the benefits of team working and can also work effectively on my own.

I am enthusiastic and determined to make a success of this exciting opportunity.

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

Yours sincerely



Alicia Covas

enc.