Leeview House

Milltown

Co. Galway

Mr Joe Bloggs

*Bloggs Company*

Kilkee

Co. Clare

**Saturday, 3rd December 2016**

Dear Mr Bloggs,

I am applying for the Office Clerk job advertised on 30th November. I enclose my CV for your information.

As you can see, I have had much experience in office environments, and I have work with many different types of people. I believe I could fit easily into your team. I am a hard worker with great ideas and I'm flexible. I’m keen to work for a company with a great reputation like Bloggs.

I look forward to hearing from you.

Yours faithfully,

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Print your name here