

EXAMPLE LETTER OF APPLICATION

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Ms Rachel James  
Human Resources Manager  
Perivale Services Ltd  
Abbeydale Road  
WESTBURY  
WT4 BR9

Dear Ms James

TRAINEE MARKETING ASSISTANT

I would like to be considered for the position of Trainee Marketing Assistant which was advertised in the Westbury Gazette last Friday.

I successfully completed a BTEC First Business course at Westbury College last month and since then have been working at the local Everysports store, as well as taking a summer course to improve my IT skills by achieving an ECDL award. I am attaching my CV, which gives full details of the qualifications I have taken and my results to date.

I would very much like to be considered for this job for several reasons. I have always been very interested in marketing and really enjoyed working in the sales and marketing department at Piplax when I was on work experience. I used their customer database and helped with their customer mail shot. I also like dealing with customers at Everysports and contributing to team meetings, when we discuss new ways of attracting customers to the store and meeting their needs when they visit. I would really enjoy learning more about marketing and would welcome the opportunity to obtain higher level qualifications. I am very familiar with the range of products made by your company, which are excellent quality and value for money. I also know your organisation has an excellent reputation for training and staff.

I am an enthusiastic and conscientious worker. I am also used to working in a team – both at Everysports and as a member of a local charity football team.

I can attend for interview at any time.

Yours sincerely

Gareth Cooper  
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