Address here

To whom it may concern

REF:

Please find attached a copy of my CV for the above post.

The nature of my current/previous positions as a Fencer and Landscaper and my previous experience: my knowledge of teamwork and customer service contribute towards the quality and development has prepared me for this position. I would greatly value the chance to build a career within the company.

I have excellent communication skills and always maintain a gracious and professional manner when communicating with people, self motivation and a wide range of skills including teamwork, organisation, leadership and problem solving.

I am currently unemployed.

I have not only the ability to take on the responsibility of this position straight away, but also the enthusiasm and determination to ensure that I make a success of it. If you require any further information, please do not hesitate to contact me on 07\*\*\*\*\*525.

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

Yours sincerely,

Richard Miles-Lewis