

Sample letter of application

14 Lyons Lane
Hightown
Westshire
HW3 6JR

Personnel Manager
McDonnell Chartered Accountants
Hewlett House
Hightown
HW5 7TM

5th June 2010

Dear Sir/Madam,

I would like to apply for the position of Trainee Accountant which I saw advertised in the Hightown Chronicle on 4th June.

I have enclosed my C.V. and as you may see I am currently working for Tesco however I am seeking an opportunity to commence my career in Accountancy and I am very keen to start an Apprenticeship.

I would very much like the opportunity to discuss this with you in further detail, and I am available for interview at your convenience.

Yours faithfully,

John Scott
(Contact number 01733 657392)