

## Sample Letter

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Mr C Jarzembski  
Managing Director  
Advantage Group Ltd.  
3 Smith Street  
Leeds  
LS1 1NY

Dear Mr Jarzembski

### **Re: PA to Managing Director – Yorkshire Post 1 April, 2003**

In response to your advertisement, above, the position is of particular interest to me, as it offers a tremendous opportunity to utilise my knowledge and experience in an environment, which I find extremely stimulating and enjoyable. What is more, as you will see from my enclosed CV, my background is particularly relevant to your requirements.

During my Five years with Federal European Ltd. I have worked as a P.A to the Managing Director, providing professional administration support. I have extensive experience in liaising with senior level Directors, both within my workplace and with our clients.

I believe that both my skills and personal attributes match the requirements you seek for this role and that I would be able to effectively contribute to the team and the organisation.

I would appreciate the opportunity to meet with you to discuss my application and look forward to hearing from you soon.

Yours sincerely

Marie Gaines