**Hiring Manager  
Dayjob Ltd  
120 Vyse Street   
Birmingham   
B18 6NF**

**14th September 20XX**

**Dear Mr Gordon,**

As soon as I saw your posting for an Assistant Manager I knew it was a perfect match for my experience and abilities.

My superb leadership abilities combined with my experience, ambition and passion, all make me an ideal candidate for this vacancy. I am an assertive leader, who is able to multitask and motivate people within any dynamic and demanding environment. Key skills that I have acquired during my previous roles, include being able to manage and measure work in a professional manner, and ensuring that all agreed performance targets and high standards are consistently met.

I have commercial flair, limitless drive and love to exceed expectations. As a ‘hands on’ manager I am always passionate about anything that I do, and have knowledge of what it would take to make a company successful. I possess a keen sense of ownership, and am someone who is energised by the challenges of driving business growth.

In summary, I am able to offer your company my great enthusiasm, along with my ability to drive your business forward, set standards, inspire staff and lead by example.

Please find further proof of my competencies in the attached CV. If you would like to further discuss my experience, suitability and future potential then do not hesitate to contact me to arrange a meeting at your convenience.

I thank you for your time and I look forward to hearing from you.

**Yours sincerely,**

**Karen Higgins  
120 Made Up Street  
Birmingham   
B18 6NF**