**LETTER OF APPLICATION**

Dear Mr Nicholson,

I read with interest of the planned expansion of Jenkinsons Engineering in last night’s Nottingham Evening Post. Congratulations on securing the large export which were reported.

I imagine that your company will need additional staff near future, and I would like to apply for employment with you.

A copy of my CV is enclosed for attention. You can see that I have extensive and relevant experience as an engineering storekeeper and had responsibility for export orders and stock control.

I am sure that I would enjoy working for Jenkinsons, and in return that I could help in the success of the company. If there is an imminent vacancy for which my particular knowledge and skills are suited, I am available for interview at any time suit to your convenience.

Yours sincerely

William Smith