**LETTER OF APPLICATION**

Dear Mrs Knight

Application for Job Reference Number 123/96

I am applying for the vacancy of receptionist advertised in the Newtown Courier on 11 January.

At Browns Accountants I worked as a receptionist for 12 months and my duties involved dealing with customers both in person and by telephone. I also operated the switchboard, dealt with the post and used a word processor to produce letters for the partners. Before this I was on a Youth Training Scheme with Brightsons **(Solicitors)** in North Street, Invertown and I completed RSA II in Typing and Word Processing.

I have always enjoyed working with people. I believe my previous experience will enable me to work as part of a team and to be an effective representative of your company.

I am prepared to work Saturdays on a rota basis. I am available for interview at any time and could start work immediately. References are available from my previous employers. I have enclosed a copy of my CV for your further information.

I look forward to hearing from you.

Yours sincerely

*Stephen Smith*