

Debbie Grant  
65 Cross Avenue  
Nantwich  
Cheshire  
CW4 4RG

2 April 200X

Name  
Add1  
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Dear xxxxxxxxx,

Ref: xxxxxxxxxx

I am looking to secure a new position in the Cheshire area in the near future, where I have recently purchased a property. I am very interested in the vacancy for the position of xxxxxxxx, and enclose my Curriculum Vitae for your consideration.

Currently I am working as a Senior Account Manager/Office Manager, recruiting, training and managing a busy team of promotional field representatives. In addition I possess a breadth of commercial experience including Marketing, Travel & Tourism, Event Management and Teaching.

I am capable of managing and executing projects, training staff and completing many ad-hoc duties. A strong multi-tasker, I relish demanding assignments and display total flexibility and the willingness to learn new skills.

My communication and interpersonal skills are of a very high quality; I am diplomatic and good-humoured, maintaining a positive and supportive attitude with the ability to achieve desired results, working well under pressure.

I am confident my experience and abilities would provide a positive influence within a forward-thinking organisation such as yours.

I would welcome the opportunity to discuss my interest further, should you require any further information please do not hesitate to contact me.

Yours sincerely

**Debbie Grant**

*Enc CV*