

Mrs Kylie Smart
81 Westbourne Street
London
W2 6QS

15 February 200X

Name
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Ref: XXXXXXXX

Dear xxxxxxxxx,

I am very interested in the advertised position of XXXXXXXX and enclose my Curriculum Vitae for your consideration.

Following a recent career break, during which I have studied in Spain at the University of Madrid, travelled throughout North America and assisted with a property start-up business, I am looking to secure a challenging position within the Not for Profit sector.

I am a bilingual graduate, with a Masters Degree in International Business and four years' work experience within a variety of fast-paced commercial functions including marketing and PR. I have excellent IT skills, with particular expertise in database applications and website design.

A lateral and creative thinker, I am able to apply my problem solving skills to resolve complex issues quickly and effectively. Experienced in the building of relationships with key clients and contacts in a professional manner, I work with a high degree of accuracy and attention to detail, even during the completion of the most routine tasks.

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

I am confident my enthusiasm, 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

Kylie Smart

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