

Bronwen Sullivan  
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Kent  
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9 May 200X

Name  
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Dear xxxxxxxx,

**Ref: xxxxxxxx**

I am writing with reference to the vacancy for the position of xxxxxxxx, and enclose my Curriculum Vitae for your consideration. I have worked as a Practice Manager within a private dental surgery since September 2004; in addition I possess a breadth of commercial experience from my varied career within Teaching, IT Training, Administrative Management and HR. I am A+ Certified with a Diploma in PC Support, and am currently studying for an HNC in Computing as well as Web Design.

My communication and interpersonal skills are of a very high quality; I am self-motivated and good-humoured, maintaining a positive and supportive attitude with the ability to achieve desired results. I work well under pressure and excel in planning, organisation and problem solving.

Recent achievements include:

- Implemented an entire office IT system, redesigning and producing all patient communication leaflets. Designed and created a web site [www.kathyrn-dentistry.co.uk](http://www.kathyrn-dentistry.co.uk).
- Maintaining all hardware and software, troubleshooting any potential problems. Training other staff members to use software and writing a company training manual for all staff.
- Created a database using Access to track employment records for the Atlantic Palace Hotel.
- Ran the Personnel office for two months in the absence of an HR Manager.

I am confident my energy, 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.

I am highly committed to developing a career within an environment that will allow me the opportunity to progress as I achieve my goals. Should you require any further information please do not hesitate to contact me.

Yours sincerely

**Bronwen Sullivan**

*Enc CV*