

Mr Tim Stevens  
54 Silver Street  
Bideford  
Devon  
EX35 3RF

22 April 200X

Name  
Position  
Company Address  
Address Line 2  
Address Line 3  
Postcode

Dear Name or Sir/Madam

Please find enclosed my curriculum vitae for your consideration for any vacancies you may be resourcing within your team. I am seeking to utilise the skills and experience gained from my academic success and commercial experience, to secure a challenging and progressive media planning position. It has been a long-term goal to work within the media industry and I have a great deal of passion for success.

I am self-driven, loyal and open-minded with a thirst for knowledge and career success. My skills include quantitative and qualitative data research and analysis, excellent communication skills, strong problem solving and administration ability, building good customer relationships.

In addition, I have a professional attitude, profile and appearance combined with setting myself very high standards within both my professional and personal development including continually adapting to new and evolving technologies. I have a 'can-do' attitude and I am willing to work and train hard to further develop my skills.

I firmly believe that my experience, personal drive and enthusiasm, would provide a firm platform for undertaking a role within your organisation and welcome the opportunity to discuss my application in greater detail.

Should you require any further information, or indeed wish to arrange an interview, please do not hesitate to contact me.

Yours sincerely

Tim Stevens

Enc CV.