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15 May 200X

Mr/Mrs Full Name
Title
Company Name
Address: Line 1
Address: Line 2
Postcode

Dear Mr/Mrs Surname

<Company Name> is a consultancy that I hold in high regard and I am writing to establish whether you have any entry-level opportunities. I have always relished the opportunity to work in a consultancy and now that I have some London experience, I wish to pursue my ambition.

As you will note from my CV, I have eight years' commercial experience gained across a variety of roles and disciplines. Being multilingual and having worked both in the UK and abroad, I have extensive experience of communicating and building rapport with people from different backgrounds and cultures.

I am well organised, having co-ordinated and planned functions for up to 350 guests and overseeing the smooth running of various casino events. In my role as Product Manager in Slovakia, I was in charge of household appliances and responsible for selecting the product range for a chain of stores. I arranged special promotions and negotiated with suppliers to secure the best deals.

I am highly customer focused and have often been commended by customers for going the extra mile. I have consistently received acknowledgement from management in the form of promotion.

Throughout my career, I have demonstrated a high degree of innovation and responsibility. Additionally, I am ambitious, motivated and dynamic with an innate ability to learn quickly.

I am now looking to develop my career within a dynamic, growing organisation that rewards hard work and determination. I am confident that I would make a significant contribution to <Company Name> and I would welcome the opportunity to discuss my application further.

I look forward to hearing from you soon.

Yours sincerely

Andrea Baran

Enc CV