

Buckinghamshire 06/04/2008

Joanna Moore
21 Hartop Grange, Buckinghamshire
Tel. (01674) 739572
E-mail: jmoore@hotmail.com

Dear Mrs Phillips,

My name is Joanna Moore. I have read your job advertisement in the paper on Monday. I would like to apply for the position of personal assistant to the Marketing Director.

I have had six years of experience, working as a general secretary and a personal assistant. In 2000 I went on maternity leave and since then I have been focusing on raising my children. Now, that my children have started school, I would like to return to work. I am a very self-motivated person, who enjoys working with others. I am very well organised, and I have excellent typing skills. I speak fluent French and good German. As I mentioned, I have prior experience working as a personal assistant, so I believe that I may be the person you are looking for.

I hope that my CV will meet with all your requirements, as well as the high standards that you require.

Please see my attached CV.

I look forward to hearing from you soon.

Yours sincerely,

Joanna Moore