

# JULIET GREEN

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Thomas Bell  
Hiring Manager  
Learnist Ltd  
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London 6BH 11CH

30 May 2013

Dear <Enter name of person receiving application>,

I am sending you this covering letter and CV in regard to the position advertised in <enter where job was found>. With these documents, I would like to apply to the position of clerical officer.

As you can see, from my attached CV, I have all the relevant qualifications and experience to hold this role as a clerical officer. My experience has prepared me to be ready for a fast-paced role with <enter company name here>.

As expected in a clerical role I have excellent knowledge of all administrative Microsoft applications like Word, Excel and even PowerPoint. In my last role, my focus was to be prepared and organised at all times, and for me this was great because I always kept myself busy.

If you require me to take an aptitude test for this role, then I will be more than happy to take this at any time. You can contact me using the phone number below to set up this test.

Please take the time to read my resume, which I believe you will find more than suitable for this role. If you want to discuss my application, please call me on <enter a phone number>.

Yours Sincerely,  
<Enter name >

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