

Mr William TAYLOR  
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Mr Mark JONES  
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314 Oxford Street  
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Dear Mr JONES,

**Application to communication training position**

I would like to apply for the communication training position as advertised on your website.

I am a final year student in International Communication studies. My area of specialisation is Musical Production and Cross-media and I am happy to inform you that the case studies and projects I have worked on have won me the top grades in my class.

I feel a fast-growing company like yours would offer me a challenging and stimulating work atmosphere to prove my mettle.

I can assure you that my sincerity, hard work and dedication combined with my enthusiasm would prove to be beneficial to the company.

I am enclosing my CV for your kind consideration and look forward to a favorable reply from you.

William TAYLOR