

Mr William TAYLOR
Flat 7
Fairview
73 Newington Road
EDINBURGH
EH9 1QW

Mr Mark JONES
Flat 16
Greenacres
314 Oxford Street
LONDON
W1 2QJ

09 December 2014

Dear Mr JONES,

Application to the position

Enclosed is my resume for your review. Given the chance to utilize my capabilities, I can contribute significantly in various aspects of your business. I believe I possess the knowledge, skills, and experience that is critical in delivering productivity and success.

I am certain you will find my qualifications meet the criteria sufficiently as a prime candidate for the position available. Your consideration is urged, and I anticipate speaking with you in order to further discuss a possible interview, and/or future employment with your company.

William TAYLOR