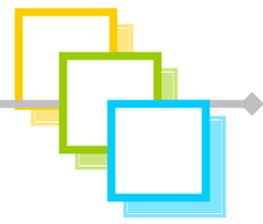


# SUSAN MAYERS

25 MOTION ROAD | EDINBURGH, SCOTLAND  
EH12 5JZ | GREAT BRITAIN



sender's address

BeautyForYou Ltd  
47 Manchester Road  
Brighton, England  
BN6 8KL

recipient's address/  
inside address

subject

19 October 2007

**Application for an internship**

salutation

Dear Sir or Madam,

Source of information – Where did you find out about the vacancy?

With reference to your advertisement in the current edition of BeautyNews, I would like to apply for the internship as export assistant you advertise.

Information about yourself – Why are you the best person for this job?

I believe I am well-qualified for this post because on completing my course in Business Studies at Cambridge University I worked in the sales department of a small engineering company where I gained experience in dealing with costumers and suppliers at home and abroad.

As you see from the enclosed CV, I have a good school-leaving certificate. I also have IT skills (Word, Excel, PowerPoint) and a good command of French and German.

Invitation for questions and reference to job interview

Should you have any queries please do not hesitate to contact me by phone or mail. I would like to work in Brighton and look forward to your reply.

Yours faithfully

complimentary close and signature

*Susan Mayers*

Susan Mayers

Enc CV