

SUSAN MAYERS

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BeautyForYou Ltd
47 Manchester Road
Brighton, England
BN6 8KL

19 October 2007

Application for an internship

Dear Sir or Madam,

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

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.

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

Susan Mayers

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Enc CV