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16th March 2010

Dear Mr McLean,

Networks Administrator vacancy (ref. I.T. 3254)

I have recently completed a BSc in Geography at the University of York. I am looking for a job where I could learn about web design and development while I complete my part time course in web design and development.

I've read the job description carefully and I think many of the skills I've picked up from my Geography degree are transferable to the role. I've worked well both in a team and on my own to complete projects, I'm used to organizing myself to meet deadlines and I enjoy researching technical data and delivering reports.

I attach my CV and I would love the opportunity to work in your company.

Yours sincerely,

Grace Matthews BSc.