

12 Smithfield St
Islington
London, N1 4RC
0796 671 8887
jamesm@example.com

11 March 2010

Dear Mr Packer,

Re: Ad Pricing Analyst (ref. C124)

In response to your advertisement for the Ad Pricing Analyst vacancy (ref. C124), I attach my CV for your perusal. I wish to secure a new role with a dynamic and forward looking IT firm, where there might be an opportunity to progress my career over time. I was particularly interested to see that LFF Systems are advertising for a new Ad Pricing Analyst. I am familiar with LFF and I have been using your software for many years.

My experience and skills relevant to the current advertised role are:

- Proficiency in managing company finances, including completing Tax Return forms, liaising with the Inland Revenue and Companies House.
- Experience of producing management reports.
- Working with the company's external auditors and CEO to complete statutory accounts and tax filings.
- Overseeing day-to-day transactions and payments to and from company.
- Working with all departments to install appropriate internal controls and to monitor regularly adherence to agreed controls.
- Developing and maintaining company's procedures manuals.
- Ability to manage junior staff.

I am passionate about improving the online customer experience, thereby driving sales for the company I work for and I would relish the opportunity to bring this enthusiasm and ability to your firm.

I will call you on 19th April for an informal discussion. In the meantime, thank you for considering this application.

Yours sincerely,

James Miller