

902 Warwick Street
London
SW1

Contact Tel: 0123 4567890
E-mail: Sclarke2323@hotmail.com

11th March 2010

Dear Sirs,

RE: GENERAL MANAGER ROLE

I am interested in applying for the above role of General Manager as advertised in today's Guardian.

To this end, I attach my CV for your perusal. I think the wealth of my experience speaks for itself, but specific points you might want to consider are as follows:-

- The fact that I have a total of 14 years experience in this industry, meaning that you would be putting your international manufacturing in a very safe pair of hands.
- I am responsible for the manufacture of £75 million worth of foodstuffs a year, which shows that I am not phased by coping with a large budget.
- I am skilled at cost cutting with my work, through outsourcing functions to other firms.
- I received the Queens' Award for Enterprise for introducing a business education project.

I believe I have all the necessary skills and expertise to deliver strong leadership and innovative ideas to your firm.

I thank you for reviewing my CV and I look forward to hearing from you.

Yours faithfully,

Sarah Clarke