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11th March 2010

Dear Ms Allen,

Vacancy: General Manager

I write with reference to your advertised vacancy of General Manager. I have read the requirements for this position with interest and I am confident that my expertise and experience would allow me to make a valuable contribution to your firm.

In my current capacity as Group Production Director for Eleanor Foods Limited, I am ultimately responsible for the manufacture of £75 million worth of foodstuffs each year. During my eight years with the firm, my ability to have quality products produced whilst driving down costs has changed the way Eleanor Foods operates. Food package design has been entirely outsourced, substantially reducing expenditure and improving gross margins.

I was awarded the Queens' Award for Enterprise for introducing Eleanor Foods' Business Education Initiative, which creates partnerships with schools and youth projects to educate disadvantaged young people about business.

I have worked in the food manufacturing industry for a total of fourteen years, I have all the necessary skills to fulfill the role, including providing leadership for a number of departments spread across the globe, and designing and implementing productivity workload models simultaneously in company offices at several international locations.

I am attracted to this new role for the fresh challenges it offers and therefore attach my CV for your consideration. I would welcome the opportunity to discuss how I could add value to your business and I look forward to hearing from you.

Yours sincerely

Sarah Clarke