

Neil Beverley  
999 London Road  
Bishop's Stortford  
Herts  
CM23 9XX

01279 456789 (home)  
07900 456789 (mobile)

someone@gmail.com

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**Your ref: XYZ/123456**

Dear Mr Smith

**Re: Trainee Stock Controller Vacancy**

Please find enclosed my CV in respect of the above vacancy.

You will see that I have the skills, capabilities and attitude for this position, notably strong planning, organising and monitoring abilities and a logical and methodical approach to achieving tasks and objectives.

I believe I can be a real asset to your business.

I look forward to hearing from you.

Yours sincerely

Neil Beverley