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13 May 201?

Mrs M Miller
Practical Publishers Ltd
Brent Street
Dewsbury
WF19 4PP

Dear Mrs Miller

ICT SUPPORT (REF 106A)

In response to your recent advert on the Dewsbury News website, I enclose my CV.

You will see that as part of an A level project I developed a spreadsheet for the school snack shop and taught Year 11 students how to use it. I thoroughly enjoyed this and would very much like to pursue a career in IT support.

I can attend an interview at any time.

I look forward to hearing from you.

Yours sincerely

Jack Davies

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