

Rintonbury
West Yorkshire
RY3 4ML
Tel: 01924 123456
Mobile: 0779000000

4 July 201?

AH Ferguson
Personnel Director
Bull and Sons
Streetford
Manchester
MU3 4WS

Dear Mr Ferguson

I would like to apply for the post of machine operator (Ref.OP55/00) as advertised on the Rintonbury Eagle website on 4 July 201?

I have 18 months experience of this kind of work as part of a job I had with Halicombo Ltd. After six months training I operated a DD44 machine to produce cogs and screws. This was very challenging, but also enjoyable. I was able to reach production targets and work fast enough to earn bonuses. After leaving there I moved on to other kinds of work but would like to return to operating machinery as I found it both interesting and rewarding. I am good at working in a team and can achieve targets, as mentioned in your advertisement.

I am keen to work for a company like yours that offers good prospects and look forward to meeting you to talk about the job. I could start immediately and can supply good references.

Yours sincerely

Lee Kirkwood

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