

Sylvie Debanne  
12 High Street  
Harbour Mark  
Parkshire PT5 9IK  
Tel 01589 568589

Miss Sarah Parker  
Human Resources Manager  
15 Mount Avenue  
Briveton  
Carltonshire CT5 7JU

5th November 2010

**Re: Sales Advisers Position**

Dear Miss Parker,

I was very interested in your announcement for Sales Advisers and enclose my CV in connection with this.

As you will see from my CV, my career began in banking, where I dealt with the public on a daily basis. Whilst managing a busy household and raising 2 children, I have continued to deal with a wide range of people including my MP. Due to the lack of childcare facilities in the area, I demonstrated my initiative by taking action, hence my contact with the local Member of Parliament.

I consider myself outgoing, with plenty of enthusiasm, which is necessary, particularly in relation to raising funds for the schools PTA.

Flexible hours present no problems, as provision has already been made for my children. I have held a clean driving licence for 17 years and have a thorough knowledge of Cheshire.

I am currently training on a word processor course, which would, I am sure, be a useful skill within a busy office environment, Obviously, it is not easy to fully convey my interpersonal skills on paper, therefore I look forward to meeting you to discuss the position in more detail.

Yours sincerely,

(Signature)  
***Sylvie Debanne***