212 Evergreen Road

Ballyphehane

Cork

T12 AB12

**Date:** 20/09/2019

**Phone:** 085 1234567

**Email:** CSN19.Annie.Won@csn.ie

The Company

Tramore Road

Cork

T12 AC91

Dear Mrs Ryan,

My name is Annie Won. I am looking for work experience as part of my Level 5 course in Business Studiesat CSN College of Further Education. I researched your company and was very impressed by what I saw. I would love to be a part of your team this year. I am available for work experience on Wednesdays. I have already been Garda vetted through CSN, so would be able to start work experience with you immediately.

I believe I have much to offer: I have several years’ experience working in your area. I am confident managing people, but am also able to work alone. I also hold a QQI Level 5 in Word Processing (Distinction).

I enclose a copy of my Curriculum Vitae (CV) and am available for interview at your convenience. I look forward to hearing from you soon.

Yours Faithfully,

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**Annie Won**