

Warszawa 2005-05-16

Jan Kowalski
Warszawa
ul. Polska 10
Poland

Eastmans Ltd
52 Hanover Street
London W12 7 OR
England

Dear Mr. Keys,

I am writing to apply for the position of Assistant Press Officer as advertised in The Guardian on 4 September 2004. Please find enclosed my CV as requested.

Since meeting some of your colleagues at the recent 'London Graduate Recruitment Fair' and studying the company's website, I am convinced that working for Eastmans Ltd. will be an exciting and challenging experience. I am particularly attracted to the diversity of clients that Eastmans Ltd. represents, ranging from industrial figures to academic leaders and I am confident that this will provide me with a stimulating working environment. The role of Assistant Press Officer will allow me to demonstrate my strong communicative skills in a highly commercial, technological environment.

As you will see, I have had extensive experience of press officer work during my years at University; I initiated a Press Liaison Committee for the annual Summer Revue and produced a series of press releases for a wide range of events. In addition to my role as the Sailing Society's Press Officer, I also gained valuable commercial awareness experience during my vacation work at Waitrose Ltd, where I provided administrative support to the marketing department.

Therefore, I feel that I have the correct balance of relevant skills and experiences plus the enthusiastic commitment to make me a valuable member of the Eastmans Ltd. team. I am available for interview at any time and look forward to hearing from you.

Yours sincerely,
Jan Kowalski