

**Company address**

**Your own address**

**&  
contact data  
(phone, E-mail)**

13 September 2006

Dear Mr Smith OR Dear Sir/Madam

**Re: Trainee Estate Agent**

I am writing to apply for the job of Trainee Estate Agent (ref. 126398-PRLPTRN) advertised by LondonJobs on 13 September.

Currently I work as a Trainee Assistant Brand Manager in consumer goods marketing, however I am looking to give my career a twist into a more exciting direction, selling products I actually share a strong interest for. This is why I would love to start my career as an Estate Agent.

My very good people skills and my ability to quickly catch up on things will be valuable assets for the role while I also have good sales experience of a slightly unusual kind. In my former job as a booking agent with a concert agency I represented up and coming bands, which involved liaising with venue owners to successfully sell the unknown acts into their venues.

Due to my can-do attitude and strongly success orientated thinking I am confident that I will quickly integrate and progress within this new environment.

For more information on my education and working experience, please find attached my CV. My availability is subject to a four weeks notice period. I am highly motivated to prove my skills on the job and I would like to tell you more about myself in a personal interview.

I am very much looking forward to hearing from you soon.

Sincerely yours