

Mrs J Followay
Personnel Director
Centrolease Limited
Centro House
Billings Way
Carndale
CN67 3LK

14 January 2011

Dear Mrs Followay

Finance Manager Ref: 2345 Financial Times 10 January 2011

Your advert for the above position really interests me as I am confident that I have all the skills and experience you are looking for in this role. Being relatively local to Carndale and with some knowledge of your company's excellent reputation and your range of products, I wish to apply for the position as advertised.

From my enclosed CV you will note my experience includes:

- 4 years in a similar Finance Manager position°
- Full responsibility for preparation of monthly accounts°
- Managing small team of 5 administration and 2 IT staff°
- Improved internal control procedures°
- Assisted with post-acquisition integration of Celco°

With the solid finance and people management experience I have gained at Belting Limited, I am now ready to move into a more responsible position and will bring experience, energy and ambition to the role.

As requested I confirm my current salary is £34000 plus benefits and my drive to work time would be less than half an hour.

I trust that you will find my application to be of interest and look forward to meeting you at interview.

Yours sincerely

Peter J Dressing
Enc: CV