**James Smith**  
451 London Road,  
London SL82 4RT  
Telephone: (M) 0792 221 221 (H) 020 8994 4433  
Email: js@js.com

Dear Mr Jones,   
  
Please find enclosed a copy of my CV in application for the position of Trainee Accountant as advertised in the local newspaper.   
  
I am available for interview immediately and can be contacted on my mobile phone 0792 221 221 during normal working hours to arrange a suitable time to meet with you.   
  
I look forward to hearing from you shortly.   
  
Yours sincerely,   
  
**James Smith**