**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**