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Mr Graham Stoker
Graduate Recruitment Manager
Smith Partners
16 Arlington Road
Manchester
M14 6LZ

25 October 2008

Dear Mr Stoker,

Re: 355/001: Graduate Trainee – Audit

I would like to apply for the graduate trainee - audit programme, currently advertised on WikiJob.co.uk. I enclose my CV for your consideration.

I first became interested in audit during my first year of university, when I attended a presentation by Smith Partners. Audit appeals to my long standing interests in business and mathematics, and I feel is a function that would allow me to see projects through from start to finish, working relatively autonomously.

I am particularly attracted to working at Smith Partners because of the firm's excellent reputation, focus on client value, and the opportunity to train for the CIMA qualification, which will help me develop my skills and career. I met with current graduate trainees at the Smith Partners September open day and was impressed by the friendliness of employees and very positive descriptions of working life, at the firm.

I come from an advanced academic and analytical background having completed a degree in finance and mathematics at the University of Manchester and believe I am well qualified to add value to the audit team at Smith Partners. I have extensive experience working as an accounts clerk at Driftbridge Plc, speak several foreign languages and have advanced workplace skills in management, people development and presenting. Having completed a degree and taken a gap year, I feel I am now ready to take up the challenge of full employment.

Thank you for your time and consideration. I am available for interview from 31st October onwards, and look forward to taking the opportunity to talk with you further about my application.

Yours sincerely,

Adam Jones