

List motywacyjny:

Roslyn Terrace,
17 London NW2 3SQ
15th October 2000

Ms R. Klein,
London Consultancy Group,
1 Canada Square,
Canary Wharf
LONDON E14 5BH

Dear Ms Klein,

Principal Consultant, E-business Strategy

I should like to apply for the above post, advertised in today's Sunday Times and have pleasure in enclosing my curriculum vitae for your attention.

MBA-qualified, I am a highly experienced information systems strategy consultant and have worked with a range of blue-chip clients, primarily in the financial services and retail sectors. In my most recent role, with Herriot Consulting, I have successfully led the development of a new electronic commerce practice.

I am now seeking an opportunity to fulfil my career aspirations with a major management consultancy, such as LCG, which has recognised the enormous potential of the e-business revolution.

I believe I can offer LCG a combination of technical understanding, business insight and entrepreneurial flair. I look forward to discussing this opportunity further with you at a future interview and look forward to hearing from you.

Yours sincerely,

J. O'Sullivan

encl: curriculum vitae.

Odpowiedź na zaproszenie na rozmowę kwalifikacyjną:

2 Chalfont Close,
LONDON
W4 3BH

20 April 2001
C. Charles
Human Resources Manager
Phototex Ltd
2 Canal Street
LONDON
SW1 5TY

Dear Ms. Charles,

Thank you very much for your letter of 18 April 2001.

I would be delighted to attend an interview on 25 April 2001 at 10.30 am.

As requested, I will bring with me a portfolio of my recent work to present to the interview panel.

Yours sincerely,

Helena O'Neill

Przyjęcie pracy:

16 Muddy Way
Wills
Oxon
OX23 9WD
Tel: 01865 76754

Your ref : TT/99/HH 4 July 2000

Mr M Flynn
Mark Building
Plews Drive
London
NW4 9PP

Dear Mr Flynn,

I was delighted to receive your letter offering me the post of Senior Designer, which I hereby accept.

I confirm that I will be able to start on 31 July but not, unfortunately, before that date. Can you please inform me where and when exactly I should report on that day? I very much look forward to becoming a part of your design team.

Yours sincerely,

Nicholas Marr

Rezygnacja z zaproponowanej pracy:

4 Manchester St
London
NW6 6RR
Tel: 020-8334 5343
9 July 2000

Your ref : 099/PLK/001

Ms F Jamieson
Vice-President
The Nona Company
98 Percy St
YORK
YO9 6PQ

Dear Ms Jamieson,

I am very grateful to you for offering me the post of Instructor. I shall have to decline this position, however, with much regret, as I have accepted a permanent post with my current firm.

I had believed that there was no possibility of my current position continuing after June, and the offer of a job, which happened only yesterday, came as a complete surprise to me. I apologize for the inconvenience to you.

Yours sincerely,

J D Salam