

Dear Sir/Madam, I am writing to you for the position of Quality Manager. Last year, I obtained a new qualification when I completed a degree from the Bentham School of Engineering. In the last six years, I have learnt many new Skills relating to Japanese production methods and I use them in my everyday work. I believe that I am a very strong reference for this post, and I hope you will give me the opportunity to speak to you at an interview. My present employer will be very happy to provide you with a reference. I look forward to hearing from you. As you can see from my attached CV, I have six years of experience working as a quality technician in the automotive industry. I am a candidate on your website.