10 Meadow Brook  
Virginia  
Co. Caven  
helendolan@gmail.com

September 15th 2015

Ms. Janice Wilson  
Personnel Director  
Anderson Construction Compiny   
Co. Meath

Re: Job application for building work

Dear Ms. Wilson,

I read in the March 24th Irish Independent classified section of your need for a builder in one of your area site.

I have worked as a builder for the last years and I have worked on variouss projects in the construction industry.

As indicated on my enclosed CV, I have worked as a builder on sites constructing factorys, schools and people’s houses.

In addition to this practical expereince, I have also completed several courses relating to the construction businesses.  I am confident that my my experience makes me an excellent candidate for your job. My employers have always been satisfied with my work.

I am available to work Mondays to Fridays. Unfortunately, I am unable to do any weekend work, as my wife works, and I have to mind my children on the weekend. I can however make alternative arrangements when necessary.

Thank you for your consideration. Yours Sincerely,

Jack Mason