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Mr Max Mustermann
Muster GmbH
Beispielstraße 1
77777 Beispielstadt

31 August 2009

Dear Mr Mustermann

Application for the positions of 'Special Supporter' or 'Support Manager'

I am writing to you regarding your adverts which appeared in "Example Adverts" and "IT jobs" magazines. I am interested in the positions you advertised as Special Supporter or Support Manager. Last week, I spoke to your assistant, Ms Muster, and she suggested that I send in my CV.

As you can see, I am experienced in AIX support and I would be looking to build on the skills I have already gained in this area. I hope you have a challenging position within commuting distance from Musterstadt.

If you have any questions, please do not hesitate to contact me. I look forward to hearing from you.

Yours sincerely,

Bernd Beispielmann