

Delivered-To: mb17215b@hfe001m.server-mail.com
Delivered-To: alias-yahoo17215-cindy_samuels@yahoo.com
Date: Thu, 17 May 13:25:51 -0400
Subject: Application for Post of PR Assistant
From: Stanley Lichenstein <stanleyl@rathaus.com>
To: cindy_samuels@yahoo.com
X-Mailer: Apple Mail (2.553)

Dear Ms. Samuels,

I would like to apply for the post of Public Relations Assistant advertised on page 34 of The Post on May 16.

I attach my application letter and resume. I would be delighted to attend an interview at any time, and look forward to hearing from you.

Yours sincerely,

Stanley Lichenstein

Attachments:

[Stanley Lichenstein Application letter.pdf](#)

[Stanley Lichenstein Resume.pdf](#)

Stanley Lichenstein

Flat 2C, Aw Boon Siew Building
23 Aw Boon Siew Road
Singapore
Mobile: 7683 5822
Email: stanleyl@rathaus.com

May 17

Ms. Cindy Samuels
Paper Paper Inc.
Suite 34, 2 Orchard Road
Singapore

Dear Ms. Samuels,

I am writing to apply for the post of PUBLIC RELATIONS ASSISTANT advertised in the Straits Times, May 17.

I successfully completed my degree in Business Studies at Madras University two years ago, majoring in Public Relations. Since then I have been working for Palm Products, a multinational trading company specializing in tropical vegetable oils. My main duties are raising the profile of palm oil for biofuel and countering adverse publicity about this commodity. In this capacity I have been working closely with the Palm Oil Board, the industry association. I believe that the experience I have gained in dealing with a range of contacts will transfer well to the paper industry.

I have traveled widely around the region and have lived in both India and Singapore. I was active on the University debating team, and in my final year was editor of the student newspaper. On arrival in Singapore I joined the Tanglin Debating Club and have spoken in debates on a regular basis. I am also a member of the local badminton club where I have recently been invited to join the committee. I believe this demonstrates my excellent communication skills.

I look forward to hearing from you and am available for interview at your convenience. My résumé is attached to my email.

Yours sincerely,

Stanley Lichenstein

Stanley Lichenstein



RACHEL LEE

23 Nelson Mandela Avenue
Wargrave 345-9876
Tel: 0235-87934 Mobile: 8977 6513
Rlee456@communicate.com

February 23

Mr. Derek Jarvis
HR Department
AmCam Airlines

Dear Mr. Jarvis,

I would like to apply for the post of **Flight Attendant** currently advertised on JobsRUs.com.

I graduated from high school last month having achieved a GPA of 3.0, with A's in both English and Spanish. I was born in Spain and spent my first five years at school there, and am consequently fluent in the language. As my father worked in global marketing, I have also spent short periods living in Costa Rica and Colombia.

I meet the physical and medical requirements stated in your advertisement. I was in the school lacrosse team and I am also an enthusiastic swimmer, winning a silver medal at my final school regatta. I believe I have good people skills and would welcome the opportunity to meet you and demonstrate this.

I am attaching my resume to this letter, and would be available for interview at any time.

Yours sincerely,
Rachel Lee
Rachel Lee

Enc. Resume, Rachel Lee



Joanne Jabba

23 Hornhill Drive
Newham E16 1DD
Mobile: 077765887
jabba@cute.co.uk

October 12th

Ms. Mandy Lee
Fashion X
Camden NW5 1AW

Dear Ms. Lee,

Application for the Post of Store Operator Trainee

I am writing to apply for the post of Store Operator Trainee currently advertised on Jobs.co.uk.

Following a one-year course in Fashion Design at the London College of Fashion, I have been working for the last two years as a Sales Executive with Drum, a boutique specializing in African footwear (see www.drumuk.co.uk). In this position, I have been dealing with customers in the shop and have also assisted in the selection process for a new range of sandals. I would now like to broaden my experience by moving into multi-style fashion retail.

My experience at Drum has demonstrated that I am able to work under pressure: the store is open seven days a week and is extremely busy at weekends. In addition, my sales figures were the best among our team of five. My interest in fashion goes beyond my work, and last year I spent my annual vacation attending the Glasgow Fashion Show. Over the last six months I have been designing my own range of earrings.

I would welcome the opportunity to discuss this further at an interview, and very much look forward to hearing from you. I attach my résumé.

Yours sincerely,

Joanne Jabba

Joanne Jabba

