

English

Mr Wilke

Letter of Application plus CV

Form 9 / March 2010

Mike Steven
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Bloomsbury and Fitzrovia
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10th February 2010

Mr. Peter Howard
Barclays Bank
King Street 7
London EC2V8EA

Dear Sir Howard,

I read your advertisement on 29th January on the Internet. I would like to apply for the position of a bank clerk in your bank.

I am very interested in this job because I like to work with and talk to other people. I can perfectly speak English, French, and German.

I like to work with computers, and I am very good at Mathematics. I have some work experience, too, because I worked for the Royal Bank of Scotland in Edinburgh for five years.

If you require more information, please do not hesitate to contact me.

Yours faithfully,

Mike Steven

Mike Steven

Enc: CV, Certificate

Curriculum Vitae

Personal Information

Name: Mike Steven
Address: Harrison Street 7
Bloomsbury and Fitzrovia
London EC2V8EA
Date of Birth: 5th June 1978
Nationality: British
Family status: Single

School

Education:
1984-1990: Argyle Primary School in London
1990-1995: Institute of Education (IOE) in London

Qualifications: 7GCSEs

Languages: French (Grade B)
German (Grade A)

Experience: Five years at the Royal Bank of Scotland in Edinburgh. Two weeks (School work experience programme) as a bank clerk in the Bank of England

Hobbies

Interests: Playing football, climbing with friends, playing music (bass), driving with my motorbike through the USA, reading books