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Sunday 19th of January 2020

HR Manager
Marks & Spencer
Portsmouth, UK

Ref: Commercial Finance Analyst

Dear Sir / Madam,

I wish to apply for the role of Commercial Finance Analyst, currently being advertised on your career page. Please find enclosed my CV for your consideration.

As you can see from my attached CV, I have extensive experience working in the Finance industry, and I believe the knowledge and skills built up during this time make me the right candidate for the role.

Thank you for your time and consideration. I look forward to meeting with you to discuss my application further.

Yours sincerely,

Jane Smith