

P.O Box 27275A,
Lusaka,
ZAMBIA.
January 10, 2009

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The Human Resource Manager,

Digiword Inc.,
Box 3423A,
Lusaka,
ZAMBIA.

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Dear Sir/Madaam,

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Re: Application for Position of Electrical Engineer.

With reference to the advertisement in the Post Newspaper of 9th January, 2006, I would like to apply for the position of Electrical Engineering in the Engineering department of your company.

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I recently graduated from the Copperbelt University and acquired a Bachelor of Engineering degree in Electrical Electronics. I worked for a three months for ZESCO as part of my Industrial attachment, so I can use the experience I gathered to effectively carry out any duties I may be assigned. Details of my qualifications are in the enclosed CV.

I am prepared to come for an interview at anytime. You can reach me at the above address, or email me at jones@cruisemail.com.

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Yours Faithfully,

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L Jones
Luis Jones.