

123 Anywhere Place  
London  
SW1 6DP

1 July, 2014

Ms Joan Brown  
XYZ Partnership  
10 Utopia Drive  
London  
SW1 1AE

Dear Joan:

Thank you so much for informing me of the vacancy at XYZ Partnership. I appreciate all the support you have given me throughout my career, and I would be delighted to work alongside you once again. In order to build upon my qualifications, I have applied to the evening administrative degree program at St John's College. I would greatly appreciate it if you would be willing to serve as one of my references.

In the year since you left Acme, I have taken on additional duties as Mr Jones's administrative assistant. In November, the company introduced a proprietary workflow management system, and I was charged with ensuring that each department received the upgrade on schedule. Additionally, I completed 20 hours of software training in order to input updates. As a result, I was able to pursue certification in Microsoft Office, which I received last month.

For your reference, I have also enclosed a copy of my current CV. Please let me know if you would like any additional information. Thank you once again for your help.

Regards,

Jane