# Letter of Application

# Your address

(including email and phone no.)

Receiver’s Address

15 November 20..

**Deputy Manager for R&D**

Dear Ms Jenkins

I would like to apply for the position of Deputy Manager for R&D advertised in this week’s ‘Food and Drink Industry Journal’.

Currently I am studying food technology at the Zurich University of Applied Sciences Waedenswil, Switzerland and will finish my course in March 20…. I would like to spend a year working abroad to broaden my experience and will be available from 1 April.

Your company particularly attracts me because of your use of organic foodstuffs and your involvement in research in this area. The position advertised would allow me to continue working in my chosen field and give me the opportunity to improve my English. Furthermore, I believe the experience in research and state-of-the art knowledge I have gained at university would be of benefit to Organic Foods.

I enclose a copy of my curriculum vitae and hope you will consider my application.

I look forward to hearing from you.

Yours faithfully

Signature

Your name (title)

Enc: CV