

# Chris Turner

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Wednesday, 15<sup>th</sup> November 2010

Mervin Harper  
Cornwallis, Wotherspoon and Hodges  
Level 12, 456 Murray Street  
Chatham 8760

## IT Traineeship

Dear Mr Harper

I am very interested in this position and the opportunities that it offers me to start my IT career in an organisation that is known for efficiency and innovation.

I would bring to the position:

- Good clerical, organisational and administrative skills
- A reputation for efficiency and reliability
- Very strong interpersonal and communication skills; keen to be a good team member
- An excellent practical understanding of computers, basic computer programming and IT

If you want someone who is efficient, intelligent, motivated and responsible, a quick learner and someone who is committed to getting it right, please consider my application.

Yours sincerely

Chris Turner