

**23 Bedford Mews  
Dock Green  
Cardiff  
CF 23 7UU  
029-2044 5656**

*2nd August 2000*

*Marilyn Morse Ltd  
Interior Design  
19 Churchill Place  
Cardiff CF4 8MP*

*Dear Sir or Madam,*

*I am writing in the hope that you might be able to offer me a position in your firm as an interior designer. As you will see from my enclosed CV, I have a BA in interior design and plenty of experience. I have just returned from Paris where I have lived for 5 years, and I am keen to join a small team here in Cardiff.*

*I would be happy to take on a part-time position until something more permanent became available. I hope you will be able to make use of my services, and should be glad to bring round a folio of my work.*

*Yours faithfully,*

*K J Dixon (Mrs)*

*Encls.*