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Mr J Smith
HR Director
Smith and Jones Oil Company
1 Oil Rig Road
Anytown

10th July 2008

Dear Mr Smith,

I am writing to apply for the position of Offshore Pipefitter as advertised on JobCentrePlus website, for which I enclose my up to date CV.

I am a time served Pipefitter and have 5 years experience working offshore in the North Sea on various oil Rigs and FPSOs in the northern and central North Sea, I have worked for Wood Group, BP, and Total. I have current offshore survival, I am fit and healthy and have a current offshore medical certificate which I have also enclosed. I also have a Pipe Flange Make up certificate, PF010, I am capable of working on both instrument and large bore pipefitting. I am an excellent team player and have worked as a supervisor.

I am available immediately for interview, as my most recent contract has recently come to an end due to downmanning. I have excellent work references and am able to mobilise at 24 hours notice.

Yours sincerely

Jack Smith