Maydup Nayim
4 Alias Drive
Bling Road
London NW2 3HD

1 August 2008

To

Hason Sandhu
Executive Director
SEO London
78 Fleet Street
London EC4Y 1HY

Dear Mr. Sandhu,

Re: SEO London Investment Banking Summer Internship Programme

[Introduction – "I am writing to apply for…"]
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[Paragraph 1: Why you are interested in the industry]
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[Paragraph 2: Why you are interested in the division to which you are applying and what skills you have that make you suitable for this division]
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[Paragraph 3: Why you would be a great candidate for the SEO programme]
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[Close – "Thank you…"]
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Yours sincerely,

Maydup Nayim

Maydup Nayim
4 Alias Drive
Bling Road
London NW2 3HD

1 August 2008

To

Carmen Wan
Programme Co-ordinator
SEO London
78 Fleet Street
London EC4Y 1HY

Dear Ms. Wan,

Re: SEO London First Year Fast Track Programme

[Introduction – "I am writing to apply for…"]
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xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

[Paragraph 1: Why you are interested in the industry]
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[Paragraph 2: Why you would be a great candidate for the SEO programme]
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[Close – "Thank you…"]
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Yours sincerely,

Maydup Nayim