



www.long-live-pitmans-shorthand-lessons.org.uk

www.long-live-pitmans-shorthand-reading.org.uk

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FACILITY DRILL

Blog - 2016 - February

Success Story

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PDF Date: 6 April 2019

Handwritten shorthand symbols on a blue-lined background.

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Dear Sirs, I am responding to your advertisement on your website and I should like to apply for the position of Assistant to the Director of Publications. I attach my application form, my CV and copies of my school and college certificates as requested. If selected for interview, I would be able to travel to London at any time suitable to yourselves. I look forward to hearing from you regarding this position and if you require any further information, I will be most happy to provide whatever you need to know. Yours sincerely, Chris Brown

Dear Tom, Great news! I have been accepted for that job in the city and they will be sending you the reference form quite soon. Thanks for offering to be one of my referees, I really appreciate it. It's going to be great to use all those qualifications that I studied for at college, and get to grips with life in a busy office. It seems all those hours spent studying are really paying off now. I have enjoyed my time in my present job but I felt it was time to take another step closer to my chosen career goal. This job is something I have been looking for and working towards for quite some time, and I am so glad that I took the college course in journalism. I will let you know how I get on. Thanks again for your help. Kind regards, Chris

Dear Mr Pitman, I trust this finds you well. I am writing to thank you for all your help on my journalism course at the college over the last year. I enjoyed all the subjects, and my passes at 80 and 100 words a minute in shorthand are entirely due to your wonderful classes and all the constant encouragement you gave me and all the students. I didn't know at the time just how useful it would be, and now that I have my certificates, I sure am glad you helped us to "go the extra mile". After a few months in a small office in the village, getting used to the nine to five day, I am thrilled to tell you that I have now been offered a job as reporting assistant in a publishing firm in central London. It really was worth doing that course, and I hope that all your future students enjoy your shorthand classes as much as I did. I hope to see you when I come back for extra speed classes, when I shall be aiming to get to 150. With best wishes, Chris Brown

[illegible]