

99 Woodham Lodge,
Rotten Bar,
Middx.

25/2/39

The Staff Manager,
The Institute Building Society,
~~7 Strawberry Square,~~ 6 Union St.
E.C.2.

Dear Sir

I should very much like to join your staff and next time you have a vacancy I should esteem it a favour if you would consider me for the appointment.

I shall be 22 in April and was educated at Queen Elizabeth's Grammar School Barnet where I passed the Oxford Senior School Certificate and the London Higher School Certificate. On leaving school I was employed for a short time by Barnett and Co, a small firm of Incorporated Accountants, and by the Mulford Wireless Service Co in whose Statistical Department I soon became quick and accurate at figures.

For the last four years I have been employed by one of London's largest Building Societies. In this latter connection my first two years were in the

Advances Department and consequently I have a sound knowledge of mortgage application routine. Since when I have been in the Accounts Department where I have become well acquainted with Anwers Systems and have had experience in interviewing clients. For the last two years I have been one of a chosen few who have had the responsibility of preparing and checking the final figures of the Annual Balance Sheet. I have also attended Evening School where I learnt book keeping and typewriting, my speed at the latter being 25 words a minute.

With regard to sport I am a keen cricketer, footballer and tennis player.

I am enclosing herewith copies of references from the Head Master and the Senior English Master of Queen Elizabeth's Grammar School Buxton and also from my two previous places of employment whilst the Building Society I am with at present will furnish me with a testimonial if required and I have the honour to be, Sir,

Yours faithfully,
M. J. Mortlock.