

A covering letter to send with your completed application form.

Peter Whiting
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Tel: 01234 483922
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Mr J Smith
Personnel Officer
Drews Engineering
Far Industrial Estate
South Street
Hudderton
Bankshire
HT19 3DB

Date

Dear Mr Smith

Enclosed is the completed application form which you very kindly sent me.

I am interested in working as a (*name of job*) for your organisation because (*your reasons*). I believe I am a suitable candidate for this post because (*your reasons*).

If you require any further information please do not hesitate to contact me. I look forward to hearing from you in the near future.

Yours sincerely

Peter Whiting

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