

Letter to a company where you have been asked to send your CV.

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

Date

Dear Mr Smith

With reference to your advertisement in the *(name of paper)* on *(date)*, I would like to apply for the vacancy of *(name of job)*.

I am interested in working as a *(name of job)* for your organisation because *(your reasons)*. I enclose a copy of my CV with details of my education and experience. 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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