

**A letter to a company that has not advertised any jobs but you would like to work for. Enclose your CV.**

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

Date

Dear Mr Smith

I am writing to ask if you have any vacancies in *(type of work)* that would be open to someone of my age and experience.

I am keen to work in *(type of work)* because *(your reasons)*. I have some experience in *(type of work)* which I gained by *(brief details of work experience, part time and holiday jobs etc.)*

I am currently a student/working at *(name of place)* where I am studying/doing the following. I am *(brief details of the kind of person/potential employee you are/will be)*.

I will telephone your department in a few days to confirm that you have received this letter. I enclose a copy of my CV. I look forward to hearing from you in the near future.

Yours sincerely

*Peter Whiting*

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