

Name of company  
Address  
Address  
Address  
Post Code

Date:

Re:

Dear Sir/Madam

I am interested in the position for the above vacancy and have attached my CV for your consideration.

I previously worked at (insert name of company) for \*\* years, which I thoroughly enjoyed, as I enjoy (give your reasons for enjoying your work).

I believe I would be an asset to your organisation as I am active, hard working and friendly, work well within a team and independently, and have the ability and experience to carry out this role effectively.

I feel I have the skills and enthusiasm you require for this position and would welcome the opportunity to discuss the role further with you.

I am available for an interview immediately and look forward to receiving your reply.

Yours faithfully

Name  
Address, Address, Address, Post Code  
Contact Number:  
Email: