
Name

Address Line 1
Address Line 2
Address Line 3

Telephone: 01639 1234567. Mobile: 07881 123456. Email: email@hotmail.com

Addressee

Date

Dear

Ref # - Recruitment of (job title)

Blue text can help with a speculative approach to the job market: Further to my conversation with you on / I hear, with interest that you are In response to your advertisement in the _____, (This opening paragraph and title is dependent on your job search situation), I read with interest that you are seeking a(n) _____. I believe that (a / this) position within your company and the skills required are an excellent match with my experience and abilities.

You will see from my CV that I am a Business Manager with a number of significant achievements and abilities through the establishment of new business generating ideas, whilst achieving and exceeding targets in the very competitive motor trade. I have been told that I am a natural team leader, driving others to increase their contribution to the business with creative problem solving abilities and the capacity to work successfully under pressure and tight deadlines. I also possess a number of other key skills / areas of expertise, that should be of particular interest to you, some of which I have indexed on the front page of my CV. You will also see that I have demonstrated my abilities by reading through my bullet-pointed achievements throughout my career. I am now looking forward to continue making a significant contribution for a high profile company such as _____ in the North East.

This Paragraph applies to agencies only: I would also like to be place on your database for alternative employment that will utilise my key skills and experience gained during my career. I am open to Worldwide ??? relocation, and willing to commute for about 1 hour / 60 miles. My salary range (depending on benefits) should be between £____K - £____K. There are no companies that I do not wish you to approach on my behalf. I will be keen to work within _____. I am available to start a new job with two weeks notice.

I hope you do not mind if I telephone you next week to confirm receipt of this letter and arrange a possible meeting, when I can expand on my skills and let you know how I can help you further. In the meantime if you would like to speak with me, please contact me at the above address. I look forward to hearing from you.

Yours sincerely = Name * Yours faithfully = Sir or Madam *

Name

Enc: CV
