
Arthur Harris

Address Line 1
Address Line 2
Address Line 3
Address Line 4

Telephone: _____ Mobile: _____
Email: _____

Addressee

Date

Dear Mr White

Recruitment of a (job title)

Further to my conversation with you on / I hear, with interest that you are (*This opening paragraph and title is dependent on the company situation i.e. expansion, recruitment drive...*). I believe that a 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 Lithographic Printer and 1st Machine Minder with over seventeen years hands-on experience in Komori, Roland and Heidelberg presses passing all own work.. I am confident, competent, highly quality conscious and a good decision maker. I have operated various equipment within a multi-unit, high volume environment, seeing jobs through from beginning to end. I have helped organize busy workloads, meet targets, monitor, control and improve processes, made proposals and initiating new ideas / countermeasures and contributed to the development of higher standards. 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 to make a significant contribution within a similar role for a company such as _____.(name of company if known).

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

Arthur Harris

Enc: CV