
John Smith

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

Telephone: _____ Mobile: _____
Email: _____

Addressee

Date

Dear Sir (*Personalise by name if you feel it is appropriate*) *

Ref # - Recruitment of (job title)

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 > _____ (*use the career statement / profile from your CV if you have one. See my [CV examples](#)*) > well networked (UK & EU) and highly successful in defining company direction and optimising business from start up to floatation. I have proven knowledge of raising Venture Capital for start-up companies. 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 strategising my job search in the _____ region and look to making a significant contribution within (name of company).

I will telephone you next week to confirm receipt of this letter and discuss when you will be interviewing for this position (*if not known*). 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 faithfully

John Smith

Enc: CV