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# Robert Brown

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

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_

*Addressee*

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## **Date**

Dear Mrs Jones

## **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 well networked Regional Account Manager, results and customer oriented with a proven track record of providing a high level of sales turnover and business volume through the development of new and existing accounts. I believing maximum sales results come from sound customer service, good follow up and ethical selling. 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 continue to bring a significant contribution within a Business Development role that offers an opportunity for career progression for a successful company such as \_\_\_\_\_. (*name of company if known*).

I would also like to be placed 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 £70K - £80K. 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. 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 \*

John Brown

Enc: CV