

Your Telephone Number

Your Email Address

Your Street

Your Town

Your County

Your Postcode

Date

Company Name,

Street,

Town, County.

Postcode

Dear Sir/Madam, (or Dear Mr. Smith)

Re: The position of

I am writing in response to your advertisement in the, dated I am available to work afternoons (flexible hours between midday and 6pm to suit you) and I hope that these hours might prove suitable.

When I was working for, I was occasionally asked to For another organisation, I Between 2000 and 2010, I .

I am extremely experienced in

I would love to work for your company and hope you will give my application serious consideration. I am available for interview at any time to suit you.

Looking forward to hearing from you in the near future, I remain,

Yours Sincerely

(Your Name)

Enc: CV