

<<Your Address 1>>
<<Your Address 2>>
<<Your Address 3>>
<<Your postcode>>

<<Company Address 1>>
<< Company Address2>>
<< Company Address3>>
<< Company Post code>>

<<Date>>

Dear Sir/Madam,

I am writing to enquire if you have any vacancies in your company. I enclose my CV for your information.

As you can see, I have had many years of work experience as a *Job Title* giving me varied skills and the ability to work with many different types of people. I believe I could fit easily into your team.

I am a conscientious and thorough person who works hard and pays attention to detail. I am flexible, quick to pick up new skills and eager to learn from others. I also have lots of ideas and enthusiasm. I'm keen to work with an established company such as *Company Name*.

I have excellent references and would be delighted to discuss this or any possible vacancy with you at your convenience. In case you do not have any suitable openings at the moment. I would be grateful if you would keep my CV on file for any future possibilities.

Yours faithfully

<<Your Name>>