

3015 Street
London

Put the date.
You may wish to contact them again in a few months.

13th June 3015

Get the title right

Mr Rama Zotti
The Personnel Manager
www.Getmeacooljob.com
Sydney
Kibo Road
NSW

Find out the name of Personnel Office/Manager if possible.

Dear Mr Rama

I have read in the local newspaper that _____ has won a large contract and I am writing to enquire whether you have office vacancies as a result.

Tell them what sort of job you want.

Don't forget to mention personal qualities too.

From my CV you will see that most of my previous work experience and qualifications are related to _____. I have good computer and word processing skills and some experience of accounts work, but mainly I am interested in dealing with the public.

Show what skills, experience and qualifications you can offer.

I am a good organiser and can work on my own initiative. I am willing to undertake further training and be flexible.

Show an understanding of what the employer may want.

Make sure your referees have agreed to supply references.

I can supply good references and would be delighted to discuss possible vacancies with you at your convenience.

Encourage response.

If you do not have any openings at present I would be grateful if you could keep my CV on file for future reference.

Thank you for your attention. I look forward to hearing from you.

Print your name. Especially if your signature is illegible.

Yours sincerely

Thank them for considering you.

Jay

Don't forget to send your CV (and references if you have copies).

www.getmeacooljob.com