Your Address Line 1

 Your Address Line 2

 Your Address Line 3

Persons Name

Persons Title

Their Address Line 1

Their Address Line 2

Their Address Line 3

 Date

**Subject Line 🡨Name of Available Position🡪**

Dear Mr./Ms./Sirs,

I am writing to you in relation to the available position that you have advertised in 🡨Name of Newspaper/Website🡪 on 🡨date of advertisement🡪.

Please find enclosed with this letter a copy of my most recent curriculum vitae for your consideration.

*🡨Information relating to advertise job and how it ties in with your experience here🡪*

I look forward to hearing from you.

Yours sincerely

\_\_\_\_\_\_\_\_\_\_\_\_Signature Here\_\_\_\_\_\_\_\_\_\_\_

🡨Your Name Here🡪

**Note:** *In a business letter if you do not know the name of the person to who you are to write to you should use the phrase ‘Dear Sirs’.*

*If the advertisement does not have a description, contact the number of listed and request a copy of the list of duties and desirables associated with the advertised position.*