

Name

Address (unless it's going on a recruitment website)

Mobile: Email:

Name of contact

Address

Dear xxx,

In response to your advertisement which appeared on the **where you saw the job** for the positions of **Job title**, please find enclosed my completed **CV/application form** for your consideration.

Please contact me at your earliest convenience so that I may share with you my background and enthusiasm.

Thank you for your time and consideration.

Yours sincerely,

Your name