

Henry Applicant
123 Main Street, Anytown, CA 12345 ·
555-555-5555 ·
henry.applicant@email.com

Jessica Houston
Director, Human Resources
Acme Diner
123 Business Rd.
Business City, NY 54321

September 1, 2019

Dear Mrs Houston

I am writing to apply for one of your summer waitstaff openings, which I found listed on your website. I have worked as both a server and a host in restaurants for the past four summers. During the summers of 2016 and 2017, I worked at The Pizza Den, a casual restaurant, and last summer I worked at Perseus, a fine dining establishment. As a result, I am confident I have the experience and skill to serve your customers in the manner they expect.

I am able to work evenings and weekends during the summer months. I am currently a student at Western State University; however, I'm not taking any classes this summer, so I have plenty of time to fill shifts as needed.

Please feel free to contact me if you require any further information.

Yours sincerely,

Henry Applicant

Dear Sir/Madam,

I would like to apply for the job of Tour Guide, which I saw advertised on your website.

As you can see from my curriculum vitae, I recently graduated with a good degree in Italian and I have visited Italy many times. I would be delighted to have the opportunity to live and work in the country.

I believe that I possess excellent communication skills and I very much enjoy working as part of a team. While at university, I set up a group which raised money for charity through sporting events.

Although I do not have any directly relevant experience, I understand that training would be given and I would come to the job with great enthusiasm and motivation.

I enclose my C.V. and look forward to hearing from you in the near future.

Yours faithfully,

Judith Brown

10 High Street
Newtown
N99 9AZ
28th February

Dear Sir or Madam,

I am writing to you to express interest in the voluntary work placement at your animal sanctuary which I saw advertised on your website.

I am eighteen years old and in my final year at secondary school, due to sit my A levels next summer. I am planning on taking a degree in veterinary science at university and have received two conditional offers. As you will see from my CV, I have always shown an interest in working with animals and have relevant experience from voluntary work which I carried out at a local dogs' home. In this position I had sole responsibility for taking care of some dogs' daily needs, such as feeding, cleaning and exercise. In addition to this, I regularly spend time on my uncle's farm throughout the year and usually help him take care of the animals. This hands-on experience has reinforced my decision to seek a career working with animals. Both the dogs' home and my uncle would be willing to provide references.

I am hard-working, punctual and willing to help out with any kind of job at the sanctuary. My decision to undertake a degree in veterinary science confirms my interest in and commitment to the field. I am certain that experience working at your animal sanctuary will provide an invaluable insight into working with animals and a unique opportunity to acquire a range of skills and expertise.

I hope I have shown that I am an ideal candidate for this position and please find attached my CV.

I look forward to hearing from you.

Yours faithfully,

E. Jones

Emily Jones

Top Tips for writing

1. Begin and end the letter appropriately.
 - Beginning: Dear Sir or Madam with no name – Closing: Yours faithfully
 - Beginning: Dear Mr / Mrs / Ms + surname – Closing: Yours sincerely
2. Give a clear reason for writing.
 - I am writing with regard to ... / to enquire about ... / to apply for ... / to express interest in ...
3. Use linking words to join similar ideas into paragraphs.
4. Include a summary comment near the end of your letter.
 - I hope you will find this information useful.
 - I would be very grateful for your assistance in this matter.
5. Close your letter with a set phrase.
 - I look forward to hearing from you.