

Copy Letter Head from CV to match

Address of headhunter/agency
Or (preferred) target employer.
Don't forget the postcode

22 September 2005

Dear Sir (or name **preferred**)

(Insert role title from ad) Application. (If you have seen it in a newspaper, on a bulletin board, etc quote source e.g. as advertised in Financial Times 5 September 2005).

In response to your vacancy notification, I hereby submit my Curriculum Vitae for the above position. My <role or skill> experience, together with my <match ad requirements> skills make me an ideal candidate for the position.

- Skill 1: Match to ad
- Skill 2: Match to ad
- Skill 3: Match to ad.
- Skill 4: Match to ad.

Additional point: eg As an inveterate learner and self-improver I would also welcome the opportunity to experience your comprehensive training package.

At your convenience I look forward to speaking with you in due course. In the meantime should you have, or require, any further information, please do not hesitate to contact me.

Yours faithfully (if Dear Sir, or sincerely if to a named individual)

[sign]

Name (initials and surname or first name/last name. The key is to match the addressee. E.g. If it is to Mr. F. Bloggs, then your format should match)

Enclosure:

Curriculum Vitae