



**Newcastle
Careers
Team**

Newcastle
City Council 

SAMPLE LETTER 1

Use this letter when job advert says... 'Write for an application form',
No CV needs to be sent

Joe Bloggs
10 Road Street
Jobsville
JK5 5VE
Telephone: 0123 34432

Mr B Boss
Personnel Officer
Earth Services
Nine Gate Lane
Jobsville
YO1 1WA

Date

Dear Mr Boss

I would like to apply for the position of (name of job) advertised in
(name of paper) on (date).

Please send me an application form/pack with specifications for the
job.

Yours sincerely

Sign here

Joe Bloggs