



**Newcastle
Careers
Team**

Newcastle
City Council 

SAMPLE LETTER 2

Use his letter when sending off a completed application form

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

Enclosed is my completed application form for the position of (name of job).

I am interested in working as a (name of job) because (your reasons).

If you require any further information please do not hesitate to contact me. I look forward to hearing from you in the near future.

Yours sincerely

Sign here

Joe Bloggs