



**Newcastle  
Careers  
Team**

**Newcastle**  
City Council 

# SAMPLE LETTER 3

Use this letter when replying to an advertisement when it says,  
'Apply in writing enclosing a copy of your CV'

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) which was advertised in (name of paper or where you saw it advertised) on (date).

I enclose a copy of my CV for your attention. I am interested in working as a (name of job) because (your reasons).

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

Yours sincerely

Sign here

Joe Bloggs