



**Newcastle
Careers
Team**

Newcastle
City Council 

SAMPLE LETTER 4

Use this letter when you have seen a company you would like to work for but they have no vacancies advertised.

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 am writing to enquire if you have any vacancies, which would be suitable for someone with my skills and experience.

I am keen to work in (type of work or business) because (your reasons). I have some experience in (type of work or business) when I (brief details of work experience, part-time work, holiday jobs and voluntary etc.) I am (brief details of the type of person/potential employee you are/will be)

I am currently (say what you are doing at the moment, e.g. training, just finished school, between jobs etc.) and hoping to find a suitable position in which I can increase my skills, experience and knowledge in (Type of work or business)

I am available to start immediately and have enclosed my CV for your attention. I look forward to hearing from you in the near future and should you require any further information please do not hesitate to contact me.

Yours sincerely

Sign here

Joe Bloggs