



**Newcastle
Careers
Team**

Newcastle
City Council 

THE STANDARD LAYOUT

Your address
Address line 2
Town
Postcode
Telephone number (including SDT)

Name of person letter is going to
Job title
Company name
Address
Address line 2
Town
Postcode

Date

Dear (Mr,Mrs,Ms,Miss) Surname

Any reference or title for job

Letter in short paragraphs
Paragraph 1 Why you are writing
Paragraph 2 What you can offer the employer
Paragraph 3 Closing

Yours sincerely

Sign it here

Your name