

## The letter

Mr T Smith  
EUROCCO (Agricultural Division)  
Newtown  
BLACKSHIRE  
BA2 6AZ  
020000

65 North Street  
Newtown  
Blackshire  
BA1 5NE  
Telephone 0121

Date

Dear Mr Smith

I noticed in a report in the evening Argos that your company has received several large order recently and that you have appointed dealers and storemen.

I would welcome the opportunity to be part of a new business and I was wondering if you were ready to take any more staff at present. I would be grateful if you would consider me for a position as a store keeper.

I enclose a copy of my CV. As you will see I have a long experience in store keeping work, both in Electrical and Agricultural Engineering. I have recent experience of computerised store keeping, dealing with export orders and stock control. I also have supervisory experience and was responsible for a team of five in my last job.

My last two Employers, Mr Brown and Mr Rodway, have both said they will be happy to provide references for me.

I would be available to work full-time including evenings and weekends if required. I am available for interview at your convenience and can be contacted or a message left at my home Telephone number.

I hope to hear from you soon.

Your sincerely,

### NOTES:

Paras 1 & 2 mention where the article was seen and the reasons for writing.

Paras 3 & 4 state your skills, experience and references.

Paras 5 & 6 say when you are available and end on a positive note.