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|  | Your name Surnameassistant manager |  |
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| Contact[Address][City, County/Region, Postcode][Phone Number][Email address] | Dear [Recipient name],Are you looking for a [job title] with:* [Number] years of hands-on experience in [area of expertise]?
* Knowledge of the latest technology in [industry or field]?
* [Excellent written and oral communication skills?]
* [A passion to learn and to increase his skills?]

If so, then you need look no further. You will see from my enclosed CV that I meet all of these qualifications and more.I would very much like to discuss opportunities with [Company name]. To schedule an interview, please call me on [phone]. The best time to reach me is between [earliest time] and [latest time], but you can leave a voice message at any time, and I will return your call.Thank you for taking the time to review my CV. I look forward to talking with you.Yours sincerely,[Your name]Enclosure |
| [Recipient name][Title][Company][Recipient Street Address][Recipient Town/City, County, Postcode] |