Their Address

Date

Your Address

Dear Sir/Madam,

I am writing to enquire if you have any vacancies in your company which would be suitable for me. I enclose my CV for your information.

As you can see, I have completed several work experience placements through college which have allowed me to gain a variety of skills and the ability to work with many different types of people. I believe I could fit easily into your team.

I am a conscientious person who works hard and pays attention to detail. I'm flexible, quick to pick up new skills and eager to learn from others. I am currently studying towards my XXXXX. I have lots of enthusiasm and am very keen to work for a company like yours which has a great reputation.

I have excellent references and would be delighted to discuss any possible vacancy with you at your convenience. In case you do not have any suitable openings at present, I would be grateful if you would keep my CV on file for any future possibilities.

Yours faithfully