Their Address

Date

Your Address

Dear Sir/Madam,

I am writing in response to your advert for a XXXXXXXXXXXXXXXXX, and enclose my CV as requested.

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 diverse 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 come in for an interview at your convenience, or if you would like any further information please don’t hesitate to contact me.

Yours faithfully