

Your Street Address,
Your Town,
Your County Address.

Day Month Year

Mr./Ms. FirstName LastName.
Title (eg Manager),
Name of Organisation,
Street Address,
City,
County.

RE: Application for Shop Manager Vacancy

Dear Mr./Ms./Dr. LastName:

Opening paragraph: State why you are writing; how you learned of the organisation or position, and basic information about yourself.

2nd paragraph: Tell why you are interested in the employer or type of work the employer does (Simply stating that you are interested does not tell why, and can sound like a form letter). Mention specific qualifications which make you a good fit for the employer's needs. (Focus on what you can do for the employer, not what the employer can do for you.) This is an opportunity to explain in more detail relevant items in your resume. Refer to the fact that your CV is enclosed.

3rd paragraph: Indicate that you would like the opportunity to interview for a position or to talk with the employer to learn more about their opportunities or hiring plans. State that you would be glad to provide the employer with any additional information needed. Thank the employer for her/his consideration.

Sincerely,

(Your handwritten signature [on hard copy])

Your name typed