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# John Smith

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Address Line 1  
Address Line 2  
Address Line 3  
Address Line 4

Telephone: \_\_\_\_\_. Mobile: \_\_\_\_\_.  
Email: \_\_\_\_\_.

Addressee

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**Date**

Dear Sir (*Personalise by name if you feel it is appropriate*) \*

**Ref # - Recruitment of (job title)**

In response to your advertisement in the \_\_\_\_\_, (*This opening paragraph and title is dependent on your job search situation*), I read with interest that you are seeking a(n) \_\_\_\_\_. *I believe that (a / this)* position within your company and the skills required are an excellent match with my experience and abilities.

You will see from my CV that I am > \_\_\_\_\_ (*use the career statement / profile from your CV if you have one. See my [CV examples](#)*) > well networked (UK & EU) and highly successful in defining company direction and optimising business from start up to floatation. I have proven knowledge of raising Venture Capital for start-up companies. I also possess a number of other key skills / areas of expertise, that should be of particular interest to you, some of which I have indexed on the front page of my CV. You will also see that I have demonstrated my abilities by reading through my bullet-pointed achievements throughout my career. I am now strategising my job search in the \_\_\_\_\_ region and look to making a significant contribution within (name of company).

I will telephone you next week to confirm receipt of this letter and discuss when you will be interviewing for this position (*if not known*). In the meantime if you would like to speak with me, please contact me at the above address. I look forward to hearing from you.

Yours faithfully

John Smith

Enc: CV