

Ms Candice Stocks
72 Highbury Road
Islington
N7

Tel: 07123 456 789

1 September 200X

Mr/Mrs Full Name
Title
Company Name
Address: Line 1
Address: Line 2
Postcode

Dear Mr/Mrs Surname

REF: XXXXXXXXXXXXXXXX

Company name is a company I greatly respect and admire, and one that I would relish the opportunity to work for. Following your advertisement for a <job title> in the <xxxxxx> on <date>, I am writing to apply for the position.

As you will note from my enclosed CV, I have worked as a Customer Services Assistant for Waitrose since May 200X. During my time here, I have demonstrated excellent customer service skills and I have also honed my communication and team working capabilities.

My achievements have been an exemplary attendance record, excellent time keeping and an innate ability to resolve customer complaints and queries in a timely manner.

I am people-focused and thrive on dealing with and helping people. Moreover, I am hardworking, enthusiastic about new challenges and believe that I would provide a fresh, innovative approach to <Company Name>.

I am now looking for a new challenge within a dynamic, growing organisation. I am confident that I would make a significant contribution to <Company Name> and I would welcome the opportunity to discuss my application further.

I look forward to hearing from you soon.

Yours sincerely

Candice Stocks

Enc CV