

Response to an advertisement Letter

Contact Name  
Contact Address

Your Name  
Your Address

Date of Letter

Dear .....,

I am writing in response to your advertisement for an ..... which was advertised in the Yorkshire Post on .....

I am currently working as a ....., but have experience in all aspects of .....

You will see from my CV that I have worked in ..... for ..... years and I am now looking to progress my career and move to a position which is more challenging than my current role.

I would welcome the opportunity to attend an interview and to show my suitability for the position advertised.

Yours Faithfully,