

Mr. A. Employee
1, My House
Any Street
This Town
PO57 3DE

Date

Mrs. A. Manager
The Company
Employment Street
That Town
PO57 3DE

Dear Sir/Madam,

Application for the position of (job title)

Please find attached CV in application of the post of postal worker which I have seen advertised in (which publication and when).

I am a very organised and thorough individual who takes pride in sorting and keeping my own personal things in an organised and methodical manner. I have had responsibility in previous roles where I had to keep files up to date in the right order and location at all times.

I am a hardworking person and I am able to work different shifts as required and I can also work more hours as necessary at busy seasonal times of the year. I pay great attention to detail in my work and thrive of making sure that I do things following correct procedures and ensuring they are completed on time.

I am physically fit and able to walk and deliver mail across any area. I have good knowledge of (local area).

If you have any questions regarding my skills and experience, please do not hesitate to contact me and I will be happy to answer any questions that you may have.

Thank you for taking the time to read my letter and CV. I look forward to hearing from you.

Yours sincerely

NAME SURNAME