

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 role of Postal Worker

I would like to apply for the role of Postal Worker which you have got advertised in (where and when).

I have been interested in working for Royal Mail for a number of years and have been gaining hands on work and utilising my organised nature. (Put a bit about what you have been doing here and use relevant skills and match to the job advert).

I am a very organised and methodical worker; I have good communication skills and feel able to liaise with many different people. I am physically fit and go walking as a hobby so I am familiar with walking and finding my way. I also have a clean driving licence and am open to any area that you feel would be relevant to this role.

Having looked into the role and the company I feel that I would fit in well and that I can help by doing any shifts necessary and can do extra hours at particularly busy periods also.

I have enclosed my CV showing in detail the skills and experiences that I have had to date. If you have any further questions please do not hesitate to contact me.

I would like to take this opportunity to thank you in advance for reading my letter and CV.

Yours sincerely

NAME SURNAME