

## Sample application letter for general work

**Your address**  
**Your telephone number**

**Reference:** Type in job title or job application

**Date:** Put today's date

**Employer's name and address**

Dear Sir/Madam **(or the full name of the person you are writing to)**

I am writing to enquire as to whether you have any vacancies within your company at this present time. I have recently left school/ college and am very keen to find work in **(write what sector you would like to work in)**

I am interested in this type of work because... **(write why you want the job and why you feel you would be suitable for it)**

I enclose my CV for your perusal, showing details of my skills and experience. I am available for an interview at any time **(or write 'after school and weekends' if that is the only time you are free)**

I look forward to hearing from you.

Yours faithfully **(if you have put Sir/ Madam at the top)** or sincerely **(if you have put their name)**

**Your signature**

**Print your name**

Enc **(this shows you have enclosed another piece of paper, for example your CV)**

**This is a speculative letter and it could be adapted to enquire about part-time work in the evenings or weekends. Remember, there are rules about the type of work and number of hours you can do whilst still at school. A work permit needs to be signed by the school before you can commence employment.**