

add your name add your address
add your contact details
add date

add employer name add employer address

Position: **(add position)** Reference number: **(add job reference number)**

Dear **(add employer name)**,

I am writing with reference to your advertisement in the **(add the place where you saw the job the advertisement)** regarding the post of **(add post)**.

As you can see from my attached CV **(add qualifications, and summary of experience)**

(add more details pertaining to your application)

I am entirely at your disposition and look forward to hearing from you soon.

Yours sincerely/faithfully,

(NB: sincerely = if you know the name of the recipient, faithfully = if you don't know the name of the recipient)

(add your name)

National Indian Student Union UK