

## RECRUITMENT AGENCY COVER LETTER – REQUEST FOR ASSISTANCE

Mr Recruiter Consultant  
ABC Recruitment Limited  
1 Somewhere Lane  
Wherever  
Cambridge  
CA7 2TA

Wooden Mill,  
Box Corner,  
Boxton,  
Gloucestershire,  
GL5 8DS  
Tel: 01143 820006  
[Jobapplicant@virgin1.net](mailto:Jobapplicant@virgin1.net)

16 March 2015

Dear Mr Recruiter

I am contacting you to see whether you can assist me in my next career move.

As an experienced Retail Manager with over 10 years experience in all aspects of retail management, with excellent customer service skills and sound business judgement, I am now seeking a new appointment.

To help you match me with any current position you are recruiting for, my background includes:

- Retail Manager for two shops, managing 2 team managers and 20 staff; acting Duty Manager for ten units including retail, catering and forecourts.
- Increased sales year on year by 10% - managed stock levels and achieved stock take results of 0.8% loss.
- P & L Reporting, budget and financial planning, analysing sales figures and forecasting future sales volumes to maximise profits.
- Providing exceptional customer service at all times; responding to customer complaints and comments; ensuring standards for quality,
- Customer service and health and safety are met.

With the broad retail management background experience I have gained, I am now ready to move into a challenging new position and will bring experience, energy and ambition to the role.

I have pleasure in enclosing my CV and I look forward to hearing from you as to whether you have a current or pending assignment that may fit my profile.

Thank you for your assistance.

Yours sincerely

Job Applicant

Enc: CV

## ADVERTISED JOB VACANCY CV COVER LETTER

Mr. Peter French  
Gardner Rombert  
Zennet Buildings  
Heavilee Street,  
Parkway  
Staffordshire,  
ST33 6HB

Wooden Mill,  
Box Corner,  
Boxton,  
Gloucestershire,  
GL5 8DS  
Tel: 01143 820006  
[JobApplicant@virgin1.net](mailto:JobApplicant@virgin1.net)

20 March 2015

Dear Mr French,

### **Group Finance Director (North West)**

Your advertisement in today's Sunday Times for the above position is of particular interest to me. During a most successful career in the stock market. I have developed a number of skills I believe closely match your requirements.

To highlight just some of the areas where I can demonstrate my suitability I have:

- Considerable experience of change management in complex business environments. I have restructured Groups so that fiscally and operationally they best meet the objectives of Group strategy.
- Worked closely with my CEO developing strategy as part of the key leadership team and then building the financial and operational plans to fulfil that strategy. Frequently deputising for the CEO I then took responsibility for ensuring ongoing implementation.
- Current experience in reshaping an acquisition based in the North West having secured a significant contract with Network Rail to radically improve the communications infrastructure and thus efficiency.
- Developed funding allowing growth to occur whilst keeping tight overall control in investment and working capital. I also have much experience at setting up efficient cash pooling systems ensuring best utilisation of cash resources.

As requested, my remuneration package includes a base salary of £130,000, car allowance of £11,400, bonus, pension, health assurances and other standard benefits.

I can be contacted at any time on my mobile number, 07186 5101527 and would be very pleased to have the opportunity to discuss this appointment.

Yours sincerely,

Job Applicant

Enc. CV

## ADVERTISED JOB VACANCY – APPLICATION FORM COVER LETTER

Mrs. Dawn Myers  
Arcadia Developments  
New Buildings  
Main Street,  
The Heath  
Bedfordshire,  
BD33 6HY

Wooden Mill,  
Box Corner,  
Boxton,  
Gloucestershire,  
GL5 8DS  
Tel: 01143 820006  
[JobApplicant@virgin1.net](mailto:JobApplicant@virgin1.net)

20 March 2011

Dear Mrs Myers,

### **Ref. 09/KL/T4 Laboratory Technician**

I am writing to apply for the position of Laboratory Technician advertised in this week's Scientific Journal.

I believe that my skills and experience comprehensively match your requirements, as you will see from my enclosed Application Form

- I have worked in the Food Industry for over 5 years as a fully qualified Food Technician
- I hold a BTEC HNC in Food Science
- I am currently employed at Parkway Products plc, where my greatest success to date has been the successful completion of improved production trials.
- When brought into operation, these will result in an estimated saving to the company of over £50,000 per year.

I am very interested in the recent developments that you are embarking upon in the food industry, in particular, the enhanced methods of food spoilage prevention which closely links with a Research Project I have been involved with in the last year.

I hope that you find my application of interest and would welcome the opportunity to discuss my skills and experience further.

Yours sincerely,

Job Applicant

Enc. Application Form

## SPECULATIVE APPROACH COVER LETTER

Mrs. Anna Peters  
Victoria House  
Long Street,  
Biblethwaite  
Bedfordshire,  
BD33 7PT

20 March 2011

Wooden Mill,  
Box Corner,  
Boxton,  
Gloucestershire,  
GL5 8DS  
Tel: 01143 820006  
[JobApplicant@virgin1.net](mailto:JobApplicant@virgin1.net)

Dear Mrs Peters,

As a member of the local Sports Association with a keen interest in my local community, I have watched with enthusiasm the progress of your new Leisure Centre which is currently under construction. With the completion of your new Leisure Centre expansion you may require additional staff.

My current job has given me extensive management, budgetary, administration and communication skills. This experience would seem ideally suited to the busy and varied environment of a successful Leisure Centre.

My CV is enclosed from which you will see my principal strengths are:

- Customer care, dealing diplomatically and calmly with both face to face and telephone enquiries.
- Team work, having worked for the past 5 years as a manager of the support staff at a busy Training centre.
- Management of budgets and resources
- Administrative support and accounts
- Word processing, database and spreadsheet skills.

As I live locally, I am available to respond to the Leisure Centres needs to cover at short notice.

I trust that you will find my CV of interest and look forward to the opportunity of meeting you, I would welcome the opportunity of speaking to you personally with regard to my letter and I will contact you in the next few days to discuss a convenient time.

Yours sincerely,

*Job Applicant*

Enc. CV