

Sample letter 2

300 Lincoln Road (Your address)
Addington
Christchurch

1st January 2015

Mr Dave Babbich (Company name)
A B C & Co Limited (Company address)
Christchurch

Dear Dave

RE: LABOURERS

I am really interested in the above position advertised on Trade Me and attach my CV for you to read through. I am physically fit and have extensive experience in performing different kinds of general labouring jobs. My employment record with past employers will prove my capability, commitment and devotion to my work.

I have an excellent attendance and punctuality record, ability to work in a safe and orderly manner either independently and part of a team. In addition to this I have good attention to detail, self-directed, and able to work under minimal supervision.

As an enthusiastic candidate, I am confident that my skills and abilities will be an asset to A B C and co Ltd. I look forward to meeting with you to discuss this position further and can be contacted on 022 111 2222.

Thank you for your time and considering me for this exciting opportunity.

Yours sincerely

Dr Who