

Sample letter to a recruitment agency

2 Tower Hamlets
Buckingham Square
Reading
Berkshire
RD98 8UI
020 8555 4433

(Date)

Mark Trubody
Square Peg in a Round Hole Recruitment Agency
Round Square
Camberwell
Surrey SE12 76YH

Dear Mark

A personal friend and mutual acquaintance,NAME....., suggested that I contact you as an ideal person to give me guidance in locating a company that would benefit from my somewhat specialist experience in the field of Diagnostics.

My CV is enclosed and from that you will see that my key strengths are in the following areas:

- Developing 'state of the art' training programmes for use throughout the industry.
- Introducing new working rotas into the organisation. Result: an ultimate saving of 20% on labour costs.
- Designing and piloting computerised diagnostic equipment, the principle of which has now been adopted by major Defence Industries throughout the UK.

Whilst my preference is to stay in the South, I would be prepared to consider relocating if the package were attractive. I am seeking a salary in excess of £30,000, plus benefits.

I look forward to meeting you personally to further our discussions and will phone you early next week to arrange a mutually convenient time.

Yours sincerely

Tom Banks

Enclosure