

Dave has included the full name, job title and address of the person he's writing to.

For a speculative application, Dave would need to phone the company and get this information – this would make sure the letter is read by the right person.

The telephone number and e-mail address are optional here, but more and more employers are using email to respond to job applications.

Dave Grey
4 Hammond Road
Manchester
M34 2AA
Telephone: 0161 222 2222
E-mail address: dgray@msn.com

23rd March 2008

Mrs Lucy Watts
Personnel Officer
The Grange Hotel
Manchester
M17 1BB

Dave has included details of the job title and the reference number in the letter heading.

For speculative applications, Dave could use the subject heading to state that he is applying on spec.

Dear Mrs Watts

Re: Hospitality Manager Vacancy, Ref 234hosp

Please find enclosed a copy of my CV in response to the advert for the above vacancy advertised in the Manchester Evening News on 21st March 2008.

As you will notice from my CV, I am currently working as Assistant Hospitality Manager at The Reynolds Hotel and Conference Centre in Manchester. I have 7 years experience within the hospitality industry at various levels, including 4 years working in management roles.

These roles have allowed me to develop my skills in a range of areas including food and beverage operations; accommodation management; marketing; conference and event management; financial management; food safety and human resources.

This experience, combined with my Foundation Degree in Hospitality Management, has provided me with broad ranging skills. I am now looking to use these skills and progress to a more senior role.

I would welcome the opportunity to discuss my experience with you in more detail and look forward to hearing from you in the near future.

Yours sincerely

Dave Grey

Try and demonstrate an awareness of the role and what it will involve and how your experience is relevant.

Dave has summarised his skills and experience, drawing attention to his key selling points.

You may also want to add an additional paragraph here that shows you have researched the company you're applying to.

If you're writing a speculative letter, the final paragraph could state what your next move will be – e.g. you'll call them in a few days to discuss your application.