

Your Name
Address
Post Code
Telephone
Email address

Employer
Name
Company Name
Address
Postcode

(Date)

Dear (Insert Name)

Please find enclosed my CV as a speculative application to work with (Insert Company Name).

Having completed a work placement with a local IT systems support company, I would like to further the skills and knowledge I gained there in my role as a systems support adviser. I would welcome the opportunity to be part of your team, as I am aware that (insert company name) is currently undergoing expansion in local area.

While on placement, I learnt how to troubleshoot and resolve basic networking issues, as well as how to maintain and upgrade hardware.

I am an individual who understands the importance of attention to detail and am always eager to learn new skills.

Should you have any interest in my CV, please do not hesitate to contact me and I will be happy to answer any questions that you may have.

Thank you for taking the time to read my letter and CV and I look forward to hearing from you.

Yours sincerely,

Your Name