

**Response to an Advertisement Letter**

Your Name  
Your Address

Contact Name  
Contact Address

Date of Letter

Dear.....

I am writing in response to your advertisement for an..... which was advertised in the Yorkshire Post on ....date.....

I am currently working as a ....., but have experience in all aspects of .....

You will see from CV that I have worked in ..... for ..... years and I am now looking to progress my career and move to a position which is more challenging than my current role.

I would welcome the opportunity to attend an interview and to show my suitability for the position advertised.

Yours faithfully