Your name

Your address

Your address

Scotland

Today’s date

(name and address of company you are applying to)

Ms F Smith

Company Name

The Street

The City

Scotland

Dear Ms Smith

Following our recent telephone conversation, I am writing to enquire as to whether you have any vacancies/the position is still available. I am an S5 pupil at Balfron High School and I believe my skills and knowledge would make me an ideal candidate for this position. Please find enclosed a copy of my CV for your consideration.

I am interested in ………

I have strong communication skills from ……... I also have experience ………………

I look forward to hearing from you and would be pleased to discuss things further.

Yours sincerely

Your name