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Date

Monkey Venues  
10 Wardwick,  
Derby,  
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**Ref:** Job Application, **DBY/130146**

Dear Chris Nicholson

**(Cover letter approach)**

I would like to apply for the position of Bartender as advertised on the Jobcentre Plus website.

**(Speculative letter approach)**

I would like to enquire whether you have any vacancies for an individual with my skills.

**(This is an example only and should be used as a guide not copied)**

May I use this opportunity to tell you a little bit about myself. I am a friendly and enthusiastic individual, with previous hospitality experience within a modern fashionable bar. I have extensive experience providing high quality customer service. If you are seeking a person who is a hard working individual that enjoys the challenges of a fast-paced environment, understands the needs of good customer relations and has a flexible approach in working hours, then I am the right person for this job.

I have enclosed my CV for your consideration and look forward to hearing from you in the near future. May I take this opportunity to thank you for considering my application.

Yours sincerely **(if you address to the individual by name) delete as appropriate**

Yours faithfully **(If you address Dear Sir/Madam) delete as appropriate**

Robert Smith  
Enc. C.V.