

Address, FRANCE

phone number in the international format (eg. +336.....)

e-mail address

5(th) September 2022 (UK) OR September 5(th), 2022 (US)

Receiver's name

address, UK

Ref: XXXXXX (ONLY if mentioned in the ad)

For the attention of the Personnel Manager.

Dear Sir or Madam,

I wish to apply for the post of ...

OR I am (NO contracted forms) writing in reply to the ad for a...

...(name of the post / cf ad) published in (*name of publication in italics*) in/on (date of publication) OR in last month's / last week's / yesterday's ... + *name of publication*.

Do not hesitate to contact me if you need any further information and I look forward to (+N / V-ing, eg hearing from you soon/in due course).

OR I hope you will consider me for an interview and I look forward to.....

OR I look forward to an early reply, which I hope will be positive.

Yours faithfully, OR Yours truly, (UK) OR Truly yours, (US)

SIGNATURE

Sender's name

Encl.: OR Enc.: CV, Application Form (if required in the ad)