

Next Steps Sample Letter to a Recruitment Agency

34 Greenacres
Kinety Lane
Poole
Dorset BM14 3SB
Mobile: 07999 999999

Date

Mark Bloggs
Next Steps Employment Agency
7 Mill Lane
Surrey

Dear Mark,

A personal friend and mutual acquaintanceNAME....., suggested that I contact you as an ideal person to give me guidance in locating a company that would benefit from my specialist experience in the field of pharmaceuticals.

My CV is enclosed and from that you will see that my key strengths are in the following areas:

- Developing 'state of the art' training programmes for use throughout the industry.
- Introducing new working rotas into the organisation. Result: an ultimate saving of 20% on labour costs.
- Designing and piloting computerised diagnostic equipment for the market, the principle of which has not been adopted by our major competitors.

Whilst my preference is to stay in the south, I would be prepared to consider relocating if the package were attractive. I am seeking a salary in excess of £30,000, plus benefits.

I look forward to meeting you personally to further our discussion and will phone you early next week to arrange a mutually convenient time.

Yours sincerely.

Sarah Smith