

[Your Name]

[Address]

[Hiring manager's name]

[Hiring manager's company name]

[Company address]

[Today's Date]

[Name of Recipient]

Dear Mr/Mrs/Miss/Ms **[Hiring managers name IDEALLY – if not known, Sir/Madam]**

I wish to apply for the role of **[Job Title]**, currently being advertised **[Job site]**. Please find enclosed my CV for your consideration.

As you can see from my attached CV, I have over **[time period]** experience in the **[sector]** industry, and the knowledge and skills built up during this time make me the right/perfect candidate for the role.

In my current role as a **[job title]** at **[employer name]**, I have been responsible for **[Insert a quantifiable and notable achievement/s - e.g. a x% increase in revenue]**, which when coupled with my enthusiasm and dedication **[insert skills relevant to the role – usually found in the job description]**, has helped the business to **[measure of success]**. **[Illustrate why and how you think you would love the role with tangible examples]**.

I am confident that I can bring this level of success with me to your organisation and help **[company name]** build upon their reputation as **[state their position in market – learned through your research]**. With my previous experience and expertise, my contribution has the potential to make an immediate impact on the business.

Thank you for your time and consideration. I look forward to meeting with you to discuss my application further.

Yours sincerely/Yours faithfully,

[Your name]

[contact phone number]

[Signature - if desired]