[Your Name]

[Address]

[Your Email]

[Reachable Telephone Number]

[Hiring manager’s name]

[Company name]

[Company address]

[Date]

Dear Sir/Madam,

I am applying for the role of [Job Title] currently being advertised on [Job Board]. Please find my CV enclosed.

As evidenced in my CV, I have [time period] of experience in the [sector] industry and I believe the skills and knowledge I have acquired over this period affirms my ability to thrive in this role.

In my current role as a [Job Title] I have been responsible for [Choose main contributions that relate back to requirements in job description] and have continually practiced [transferable skills found in job description].

My dedication and proficiency supports my confidence in bringing a high level of success with me to [Company Name]. In addition to my positive professional contribution, I believe that my enthusiastic persona will allow me to easily fit in with your company culture and core values.

Thank you for your time and I look forward to discussing my application with you further.

Yours sincerely/Yours faithfully,

[Your Full Name]

[Reachable Contact Number]