[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 recently completed my [most recent qualification i.e. GCSE, A Levels], and am projected to achieve a [expected grade] in [relevant subjects] which I believe will aid me in thriving in this role.

This position particularly interests me due to my passion for [Subject Interest] which I was able to develop during my studies. For example, I studied topics such as [Topics or Modules Related to Position] which helped build my knowledge around the subject.

I further enhanced my interest in this field independently by [completing work experience at…/attended an event in…/volunteered at…] which helped me expand upon, and start practically applying, what I’ve learned in my studies.

I believe that this role is the perfect opportunity for me to effectively utilise my passion and enthusiasm, whilst also building the foundations for a successful career in the [sector] industry.

Despite my limited work experience, I trust that my eagerness to learn, together with my [relevant skills] will help [company name] build upon their reputation as [state their position in market – learned through your research].

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]