[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 a [Time Span] degree in [Discipline] at [Name of University], achieving a [Degree Classification]. From the skills and expertise built up over this period, I believe I make the perfect candidate for this role.

This position particularly interests me due to my passion for [Subject Interest] which I was able to develop on my course. Throughout my course I studied topics such as [Topics or Modules Related to Position] which provided me with information that will enable me to thrive in building a career as a [Job Title].

In addition to my degree, I have established my interest in this field in a variety of ways. I have recently [completed my dissertation about…/completed work experience/attended an event] which allowed me to put my ideology for this subject into practice. Aside from this, I have also completed independent research such as [reading books such as X, Y & Z/completing X course/teaching myself X skill], which has greatly heightened my knowledge on the subject.

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]