[Name of Hiring Manager] or [HR Department]

Company Name

Street Address

City, Postcode

Date

Dear [Sir/Madam] or [Hiring Manager] or [Hiring Manager’s name],

I am writing to you to apply for the position of [insert job title here].

***FIRST PARAGRAPH*** *- Introduce yourself and demonstrate your enthusiasm for this role and company. Bring your suitability to the role to the forefront of their attention - referencing skills/experience that are relevant to the job description.*

*For example…*

This is an opportunity that I am particularly excited about. I believe that my skills and experience are extremely well-matched to the job description and will enable me to have an immediate impact within [company name]. For instance, during my time as a [job title] at [company/ies], I have been able to demonstrate [list 2-4 relevant skills] required to succeed in this role. I am also proud to have achieved [reference 1-3 relevant achievement/s] in my time as a [job title/s] in [company/ies].

***SECOND PARAGRAPH*** *- Explain your previous experience and skills. Do some research on the company and try to include skills/achievements that you think are relevant to them.*

*For example…*

I have attached my CV for you to review. On there, you will see that I have over [X] years of experience working in [list relevant fields/roles]. During my time at [current/previous company name], I was responsible for [list relevant responsibilities / achievements]. I am confident that I have the skills required to make an immediate impact in [company name].

***THIRD PARAGRAPH*** *- Wrap up on a positive note and include a “call-to-action”.*

*For example…*

I would be delighted to have the opportunity to meet you in person to discuss my application and the role in more detail.

I look forward to hearing from you

**[Your name]**

[Your email address]

[Your mobile number]