Sender’s Name

Address

Date

Recipient’s Position  
Company Name  
Address

RE: Job Title

Dear sir/madam/officer

This refers to the advertisement in ………. for the post of …….dated ….. You need a [job title] with great attention to detail and excellent skills. My education and training make me an ideal candidate for this position.

My educational background has prepared me for the role of [Job Title]. In particular, my study of [enter relevant areas of study] has given me a solid background so that I can perform [enter job duties].

I am certain that my resume will give you a greater understanding of my qualifications for this exciting opportunity.

I would greatly appreciate the opportunity to work with and learn from you and your talented team. I look forward to speaking with you soon.

Thank you.

Best regards,

XYZ