[Your Name]

[Address]

[Hiring manager’s name]

[Hiring manager’s company name]

[Company address]

[Today’s Date]

Dear Mr/Mrs/Miss/Ms **[Hiring manager’s name – if not known, simply Sir/Madam]**

I wish to apply for the role of **[Job Title],** currently being advertised on reed.co.uk. Please find enclosed my CV for your consideration.

As you can see from my attached CV, I have recently completed a **[time period]** degree in **[Discipline]** at **[University name]**, attaining a **[degree classification]**. I believe the knowledge and skills built up during this time make me the perfect candidate for the role.

The position particularly interests me because of my passion for **[Subject]**. During my course, I studied topics such as **[topics or modules relevant to the position]**, and the skills learned from these modules have given me an excellent foundation for building a career as a **[Job Title]**.

Aside from my degree, I have built upon my interest in this field in a number of ways. Recently I have **[completed my dissertation about…/completed work experience/attended an event]** which has allowed me to put my theory for the subject into practice. Aside from this, I have also completed a great amount of independent research, in particular **[reading books such as X, Y & Z/completing X course/teaching myself X skill]**, which has given me a much more rounded view on the subject.

I am confident that I can bring this level of expertise with me to your organisation and help **[company name]** build upon their reputation as **[state their position in market – learned through your research]**. Add to this my passion and enthusiasm for **[Subject]**, and I believe my contribution will have an immediate impact on the business.

Thank you for your time and consideration. I look forward to meeting with you to discuss my application further.

Yours sincerely/Yours faithfully **[Use sincere if you have used the hiring manager’s name, if not known, use faithfully]**,

[Your name]

[Contact phone number]

[Signature - if desired]