

[Your Name]
[Address]

[Manager's name]
[Company name]
[Company address]

[Today's Date]

Dear Mr/Mrs/Miss/Ms **[Name – if not known, Sir/Madam]**

I wish to apply for the role of **[Job Title]**, currently being advertised **[put in where the job was advertised]**. Please find enclosed my CV for your consideration.

As you can see from my attached CV, I have experience in the **[Sector]** industry, and I believe the knowledge and skills built up during this time make me the right candidate for the role.

In my current role as a **[job title]** at **[employer name]**, I have been responsible for **[Insert a quantifiable and notable achievements]**, which when coupled with my enthusiasm and dedication **[insert skills relevant to the role – usually found in the job description]**.

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

Yours sincerely/Yours faithfully,

[Your name]

[Signature]

[contact phone number]