Mr Joe Kirkup

6, some street

That one city

Also a postcode

Mrs. A. Nonymous

A Random Company Inc.

1337, A Long Road

Work Town

Also a postcode

Dear Sir/Madam

I have noted your vacancy & job offer for a role of senior programmer within your company and am interested in applying for the role. Please find my CV included with this letter.

I have completed three one-week long work experiences, one at Lincoln University and two at MASS Systems UK. These have all been relevant to the field and I feel have given me insight into the computing sector of the working world.

I have completed multiple programming projects in my own time, to a professional standard. They are available to view online at <https://IActuallyHaveAnOnlinePortfolioButIDoNotWantYouToSee.com>

I am confident in communicating with others and am very capable of working within a group.

I am available for any shift patterns that you may require and can be flexible on my days/hours as needed per the company’s requirements. As aforementioned, my CV is enclosed with this letter. It contains details of my experiences and I can attend an interview at short notice.

May I take this opportunity to thank you for taking the time to read my cover letter and CV and I look forward to hearing from you regarding my application.

Yours sincerely,

Joe Kirkup