[First line address]

[Second line address]

[Third line address]

[Postcode]

[00th, Month, Year]

[Hiring manager’s name]

[Hiring manager’s company name]

[Company address]

[Today’s Date]

Dear [Hiring managers name – if not known, simply Sir/Madam]

Please find enclosed my CV in application for the role of [Job Title], advertised on [name of recruiter/detail of where you saw the role advertised].

Through my experience as a [job title], I have developed a number of transferable skills, including [skills e.g. problem solving, deadline management and multitasking] and I believe that these skills would make me an asset to [company name] as a [job vacancy title].

Outside of my working life, I have [experience e.g. volunteer work/club membership/hobbies/achievements] which has taught me the importance of being [attribute/s, e.g. responsible/committed/resilient/creative/enthusiastic].

I am confident that I can build upon my existing skills in order to become an asset to your organisation and contribute in [company name’s] goal in becoming (company mission/value/information learned through research].

Thank you for your time and consideration of this application. I am contactable on [phone number and email address] should you wish to discuss this or arrange an interview.

I look forward to hearing from you soon.

Yours sincerely

[INSERT NAME]