(Your Name)

(Your Address)

(Hiring manager’s name)

(Hiring manager’s company name)

(Company address)

(Today’s Date)

(Name of Recipient)

Dear Mr/Mrs/Miss/Ms **(Hiring managers name – if not known, simply use Sir/Madam)**

**Use either A or B in red below, delete the one you do not use**

**A - If Applying to an Advert:**

I wish to apply for the role of **(Job Title),** currently being advertised on **(insert where you saw the role advertised).** Please find attached my CV for your consideration.

**B - Speculative Application:**

An experienced **(Job Title)** I wish to enquire whether my extensive skills and experience could be of interest to your company.

As you can see from my CV, I have over **(time period)** experience in the **(Sector)** industry, and I believe the knowledge and skills built up during this time make me the right/perfect candidate for (if applying to an advert use “the role”, if you are writing speculatively use “your organisation”)

In my current role as a **(job title)** at **(employer name)**, I have been responsible for **(Insert a quantifiable and notable achievement/s - e.g. a x% increase in revenue)**, which when coupled with my enthusiasm and dedication **(insert skills relevant to the role – use the job advert as a guide)**, has helped the business to **(measure of success)**.

I am confident that I can bring this level of success with me to your organisation and help **(company name)** build upon their reputation as **(state their position in market – learned through your research)**. With my previous experience and expertise, 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)