Firstname Lastname

Address

Mobile: | Email:

LinkedIn profile:

Date

Person’s name

Name of company

Company address

Company address

Dear person’s name,

**Re: name of position/vacancy – including vacancy number if applicable**

I am writing to apply for the position of position name at your company, which was advertised on name of website etc on date.

In this paragraph, provide background information about yourself and state and why you are interested in the new position.

I would be very interested to work with your team, and believe I can make a significant contribution to the business, particularly in the following areas.

*Consider the strengths that you have which would be useful for that business – and summarise your general skills accordingly.*

* Point 1
* Point 2
* Point 3
* Point 4

Use this space to give the employer more information about how you match the job they’re advertising.

From what I understand about Company name and the additional research that I have done, I believe I would an excellent advocate for your business, and a successful team member.

I would appreciate the opportunity to talk further about the position name opportunity, and the skills that I can bring. Please contact me if you need further information.

I look forward to hearing from you.

Yours sincerely (when you know the person’s name)

Yours faithfully (when you don’t know the person’s name)

Your name