

[Your Full Name]

[City, Country] • [Phone] • [your.email@example.com] • [linkedin.com/in/yourname]

Date: [DD Month YYYY]

[Hiring Manager Name]

[Job Title of the person, e.g. HR Manager]

[Company Name]

[Company Address, City]

Subject: Application for [Job Title] — [Job reference, if any]

Dear [Hiring Manager Name],

I am applying for the [Job Title] role at [Company Name], advertised on [where you saw it]. With [x years] of experience in [your field] and a track record of [one headline result, e.g. cutting customer response times by 40%], I would like to bring the same results to your team.

In my current role as [Current Job Title] at [Current Company], I [an achievement that matches the job ad, with a number]. I also [a second relevant achievement or skill], which matches your need for [a requirement from the job ad].

What draws me to [Company Name] is [something specific: a product, a project, the company's values or growth]. I am confident that my [two key skills] would help you [a goal the team has].

My CV is attached. I would welcome the chance to discuss how I can contribute, and I am available for an interview at your convenience. Thank you for your time and consideration.

Yours sincerely,

[Your Full Name]