

YOUR NAME

Town or city · your.name@example.com · 07700 900000

[Date]

[Name of the person you are writing to, if known]

[Their job title]

[Employer name]

[Address line]

[Town and postcode]

Dear [Mr, Ms or Dr Surname, or Dear Hiring Manager]

Application for [exact job title] ([reference, if given])

[State the exact role, where you found it and one sentence connecting your relevant background or direction to this application.]

[Choose one requirement from the advert. Describe a truthful situation, your action and a result you can support.]

[Connect another relevant strength to specific work, priorities or services you found in the vacancy or on the employer's website.]

[Confirm your interest, point to the attached CV, thank the reader and state the best way to contact you.]

Yours sincerely

Your Name