

12 Your Street, Town/City,

County, Post Code

your.name@gmail.com

\*\*INSERT JOB ROLE\*\*



07929 805508

[Today’s Date]

[Hiring Manager’s Name]

[341 Company Address]

[Company City]

[County]

[Post Code]

[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Manager’s Name],

I wish to apply [JOB ROLE] role with [COMPANY] currently being advertised on [WEBSITE]. My CV is attached for you to consider for the vacancy.

[2ND PARAGRAPH INSTRUCTIONS - **DELETE AFTER USE**]

Now that you’ve introduced yourself, it’s time to talk about relevant experience, qualifications and skills that make you the perfect candidate. In one or two paragraphs, make the connection between your previous accomplishments and your readiness for this new role. Think of these paragraphs as a way to pitch yourself as the ideal match for the job. Employers will likely have read your CV already, so avoid repeating the bullet points. Instead, include details that more deeply illustrate those highlights.

[CLOSING PARAGRAPH INSTRUCTIONS **- DELETE AFTER USE**]

The main goal of your closing paragraph is to thank the employer for their time and consideration. You also have the option of making any clarifications. You might want to justify any major gaps in your employment history i.e. being a student, travelling etc. Close the letter with a hope to discuss your application further

Sincerely,

[YOUR NAME]