

<<Your Address 1>>
<<Your Address 2>>
<<Your Address 3>>
<<Your postcode>>

<<Company Address 1>>
<< Company Address2>>
<< Company Address3>>
<< Company Post code>>

<<Date>>

Dear <<Name>>,

<<Job Vacancy Title>>

I am writing to apply for the above vacancy as advertised on XXXXX website. I have also included my CV for your consideration.

As you can see, I have had many years of work experience as a Job Title giving me varied skills and the ability to work with many different types of people. I believe I could fit easily into your team.

I am a conscientious and thorough person who works hard and pays attention to detail. I am flexible, quick to pick up new skills and eager to learn from others. I also have lots of ideas and enthusiasm. I'm keen to work with an established company such as Company Name.

I look forward to hearing from you in due course to discuss the role further.

Yours sincerely

<<Your Name>>
<<contact details – tel or email>>