[Your Name]

[Address]

[Hiring manager’s name]

[Hiring manager’s company name]

[Company address]

[Today’s Date]

[Name of Recipient]

Dear Mr/Mrs/Miss/Ms **[Hiring managers name – if not known, simply Sir/Madam]**

I wish to apply for the role of **[Job Title],** currently being advertised.

I interested in this role because **[refer to Job description- what appeals to you]**

I believe the knowledge and skills built up during this time make me the right/perfect candidate for the role. From looking at the job description I am **[List all the qualitities that you have that matches the job description]**.

In 5 years time I **[outline your career plans related to this job]**

Thank you for your time and consideration. I look forward to meeting with you to discuss my application further.

Yours sincerely/Yours faithfully,

Space for signature!!

[Your name]

[contact phone number]

[contact email]