DATE
Company
Attention: Hiring Manager Name

Dear Name,

POSITION

I am writing to apply for the position of Role. Please find attached my curriculum vitae in support of this application.

I have XYZ years of experience working within an role/industry environment and some information on what you did.

My previous positions show my strengths in (outline some key strengths and how they helped you in your previous roles.)

My relevant attributes, skills and experience include:

- Bullet point list of relevant skills, attributes and experience

My current goal is to obtain a permanent position working for a reputable company with whom I will be able to show my strengths and acquire new skills and professional development.

I would welcome the opportunity to further my application for this role, and look forward to hearing from you.

Yours sincerely,

Amazing Candidate

CURRICULUM VITAE

Amazing Candidate Name

mobile: | **email:**

PROFILE

A summary of details about you, your experience, background, skills and personality.

RELEVANT SKILLS & EXPERIENCE

- Bullet point list of skills, personal traits and experience

CAREER HISTORY

COMPANY NAME

Position | Start Date - End Date

Responsibilities:

- List key responsibilities of your job in a bullet point list

Achievements

- List key achievements in your position in bullet points. Quantify these where possible!

COMPANY NAME

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COMPANY NAME

Position | Start Date - End Date

Responsibilities:

- List key responsibilities of your job in a bullet point list

Achievements

- List key achievements in your position in bullet points. Quantify these where possible!

EARLIER CAREER HISTORY

POSITION	Company Name	**Date - Date**
POSITION	Company Name	**Date - Date**

EDUCATION AND TRAINING

YEAR Course
School (if applicable)

YEAR Course
School (if applicable)

INTERESTS

- This section is optional
- Outline your interests in a bullet point list

REFEREES

- Available upon request