

[Date]

[Hiring manager's name]

[Hiring manager's job title]

[Company name]

[Address]

[Hiring manager's email]

Re: **[Name of job title you are applying for]**

Dear Mr/Mrs. **[Hiring manager's surname]**,

I am writing to apply for the **[Job Title]** position at **[Company Name]**.

As a **[Enter your current job title - related to the job you're applying to]** with **[Number of years experience you have in the role]** years of experience in **[List the most important things you do in your job - match them with the job requirements]**, I am confident that my skills make me a strong candidate to fulfil **[Company Name]** **[Name of the department you are applying to]**'s needs.

My most recent role was at **[Mention the company you worked]** where I **[Include an achievement from your work experience that's related to the job description]**.

I was thrilled to see an opportunity to join your team for several reasons. Firstly, the role would allow me to continue pursuing my passion. **[Reference what the role will allow you to do - something you enjoy doing]**. Secondly, I personally identify with **[Company Name]**'s core values. I share the belief that **[Mention a value or values that you share with the company - and explain why the value is important to you]**. Last but not least, I'd be delighted to contribute to an organisation that's leading the charge on **[Mention what charitable/sustainable/social initiatives the company is working on or have done in the past]**.

I feel that my broad experience in **[Name the industry you have experience in]** combined with my ability to **[Reference the most important responsibility of the job here - that you can do]**, would make a valuable contribution to your company.

[If applying by email or direct message include the line: I have attached my CV for your consideration.]. Thank you for your time in reviewing my application.

I look forward to hearing from you at your earliest convenience.

Sincerely,

[Your Name]

[Your Email]
[Your Phone Number]
[Your LinkedIn URL]