
FIRST AND LAST NAME

[Your Email]

[Your Phone Number]

[City, Country]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company Name], as advertised on [Job Board or Company Website]. With [number] years of experience in [your industry or profession], I am confident in my ability to contribute meaningfully to your team and align with your organisation's values and goals.

In my most recent role as [Your Current or Last Position] at [Current or Previous Company], I [briefly describe your key responsibilities or achievements]. This experience honed my ability to [mention 1–2 skills or qualities that directly relate to the role you're applying for]. I am particularly drawn to [Company Name] because of its commitment to [mention a specific value, mission, or initiative the company is known for].

I am excited about the opportunity to bring my [mention soft/hard skill, e.g., analytical mindset, strong interpersonal skills, or leadership experience] to your team. My background in [industry/function] and my passion for [relevant passion] make me a strong fit for this position.

Thank you for considering my application. I would welcome the opportunity to discuss my qualifications further in an interview. Please find my CV attached for more details. I look forward to the opportunity to contribute to [Company Name]'s ongoing success.

Warm regards,
[Your Name]