

YOUR FULL ADDRESS

EMPLOYER'S FULL NAME
EMPLOYER'S ADDRESS

TODAY'S DATE

Dear (PERSON'S NAME OR DEAR SIR OR MADAM IF YOU ARE UNSURE)

RE: (name of position/vacancy- including vacancy number if applicable)

I am writing to apply for the position of (position title) at your company which was advertised in (name of newspaper/on name of website etc.) on (date).

Having extensively researched your company's values and services, I was especially interested in (state the type of position and why you are interested in it and link this to your past experience and your key skills that are relevant to the job if you can).

I have enclosed my CV to support my application. It shows that I would bring important skills to the organisation including xxxx (list ones that are relevant to the job). At (school/previous job) I carried out duties such as xxxx. I am keen to develop my skills and always willing to undertake any training required to adapt to the needs of the business.

Add a paragraph to give the employer more information about how you match the job they are advertising. It is also good to show that you have some knowledge of the company with whom you are seeking employment and the role you are going for, so do a little research and use the information about the company, which has been provided in the job description.

I would enjoy having the opportunity to talk with you more about this position and how I could use my skills to benefit your organisation and very much hope to hear from you. Thank you in advance for considering my application.

Yours sincerely (when you know the person's name, e.g. Dear Mr xxx).

Yours faithfully (when you don't know the person's name, i.e. Dear Sir/Madam).

Sign your name

Print your name, telephone number and email address