

[Your Name]  
[Your Address]  
[City, Postcode]  
[Email Address]  
[Phone Number]  
[Date]

[Employer's Name]  
[Company Name]  
[Company Address]

Dear [Hiring Manager's Name],

I am writing to apply for the position of [Job Title] as advertised on [where you saw the job posting]. I am very interested in this opportunity and believe my skills and experience make me a strong candidate for the role.

I bring [X years of experience / specific skills] in [relevant field or industry]. My background includes [brief examples of key achievements, skills, or responsibilities], which have helped me develop strong [mention 2–3 relevant qualities, e.g., communication, problem-solving, teamwork]. I am confident in my ability to contribute positively to your team and add value to your organisation.

I am particularly interested in working for [Company Name] because [give a genuine reason—e.g., its reputation, values, projects, or industry position]. I admire [specific aspect of the company], and I am eager to be part of a team that [align with their mission, goals, or culture].

I would welcome the opportunity to discuss my suitability for this role in an interview. Thank you for considering my application. I look forward to hearing from you.

Yours sincerely,  
[Your Name]