

[Your Name]

[Address]

[Hiring manager's name]

[Hiring manager's company name]

[Company address]

[Today's Date]

[Name of Recipient]

Dear Mr/Mrs/Miss/Ms [Hiring managers name - if not known, simply Sir/Madam]

I wish to apply for the role of [Job Title], currently being advertised on reed.co.uk. Please find enclosed my CV for your consideration.

As you can see from my attached CV, I have over [time period] experience in the [Sector] industry, and I believe the knowledge and skills built up during this time make me the right/perfect candidate for the role.

In my current role as a [job title] at [employer name], I have been responsible for [Insert a quantifiable and notable achievement/s - e.g. a x% increase in revenue], which when coupled with my enthusiasm and dedication [insert skills relevant to the role - usually found in the job description], has helped the business to [measure of success].

I am confident that I can bring this level of success with me to your organisation and help [company name] build upon their reputation as [state their position in market - learned through your research]. With my previous experience and expertise, I believe my contribution will have an immediate impact on the business.

Thank you for your time and consideration. I look forward to meeting with you to discuss my application further.

Yours sincerely/Yours faithfully,

[Your name]

[contact phone number]

[Signature - if desired]

