[date]

[person’s name]

[name of company]

[company address]

[company address]

Dear [person’s name],

**Re: [name of position/vacancy – including vacancy number if applicable]**

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

[In this paragraph, provide background information about yourself and state and why you are interested in the new position].

I have enclosed my CV to support my application. It shows that I would bring important skills to the position, including:

* [key skill one]
* [key skill two]
* [key skill three]
* [key skill four].

[Use this space to give the employer more information about how you match the job they’re 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 a going for; so, do a little research and include a sentence or two in this paragraph.

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.

Thank you for considering my application. I look forward to hearing from you.

[Can include information about how you will follow up on your application.]

Yours sincerely (when you know the person’s name)

Yours faithfully (when you don’t know the person’s name)

[your name]