

Dear [INSERT HIRING MANAGER'S NAME] ,

I'm an experienced [INSERT JOB TITLE] looking to discuss with you the current requirements your company has, and how my skills may fulfil those.

Having achieved many successes throughout my career, including [INSERT KEY ACHIEVEMENT] , I feel I am in a unique position to help your company grow and I would relish the opportunity to bring my expertise to your business.

Having extensively researched your company's values and products, I was especially interested in [INSERT COMPANY ASPECT THAT ATTRACTED YOU].I feel it would be the ideal place for me to develop my career and I believe I can be an excellent addition to your team.

Please find attached a copy of my CV which will help explain how I can become a valuable asset to your company.

If you would like to get in touch to discuss my application and to arrange an interview, you can contact me via [INSERT PHONE NUMBER OR EMAIL ADDRESS] .

I look forward to hearing from you soon.

Yours sincerely

[INSERT NAME]