

[Your Name]
[Your Address]
[Your City, County, Postcode]
[Your Phone]
[Your Email]

[Hiring Manager's Name]
[123 Company Address]
[Company's City, County, Postcode]
[Phone]
[Email]
Today's Date

Dear [Mr./Ms.] [Hiring Manager's Last Name] [To Whom it May Concern- if unsure of name],

I am writing to apply for the/I was excited to see your listing for the [Position Name] position at [Company Name] on [Website Name/Place of Advertisement] recently. As a [Your Occupation] with [# Years] of experience doing [Primary Work Task], I am confident that I would be an asset to your team/contribute greatly to the success of [the company/team/goal]. Please find my CV attached.

I am currently employed at [Current Company Name], where I have honed my skills doing [Relevant Tasks Performed]. I [Tasks Performed and Impact, e.g. utilised referrals to secure double the number of clients choosing to invest with us. This raised monthly revenue by approximately 30% and was the start of increased monthly margins.]

OR... As you can see from the attached CV, I have recently completed an undergraduate degree in Law at [University/Establishment Name]. During my course, I studied [Areas Relevant], and had the opportunity to volunteer/do [Skills/Experience]. The skills and experience nurtured here, have given me an excellent foundation for building a career as [Desired Role].

I have been following your recent developments in [Area/Sector] and was inspired by your commitment to [Regeneration/Community/Charity/Well-being/Environment]. This is something I feel very passionate about and am currently [Involved in/Reading/Learning about].

I am confident that I can contribute the level of competence, and expertise necessary to enable [organisation] to continue its [dominance within the field of/success in] and to continue to advance.

In addition, I believe my passion for [Their Values/Mission] will have an immediate impact on [Company].

I look forward to hearing from you. Thank you for your time and consideration.

Yours Faithfully,

[Your Name]

[Your Name]
[Your Address]
[Your City, County, Postcode]
[Your Phone]
[Your Email]

[Hiring Manager's Name]
[123 Company Address]
[Company's City, County, Postcode]
[Phone]
[Email]
Today's Date

Dear [Mr./Mrs./Ms.] [Hiring Manager's Last Name] or [To Whom it May Concern- if unsure of name],

I am writing to apply for the/I was excited to see your listing for the [Position Name] position at [Company Name] on [Website Name/Place of Advertisement] recently. I am confident that I would be able to fulfill the role of [advertised role]/ be an asset to your team/contribute greatly to the success of [the company/team/goal]. Please find my CV attached.

I am currently employed at [Current Company Name], where I have honed my skills doing [Relevant Tasks Performed]. I [Tasks Performed and Impact, e.g., Clarified the nature of a customer's problems, proposed viable solutions and determined the outcome of the various options to solve these swiftly and successfully.]

OR... As you can see from the attached CV, I have recently completed my studies in [Law at [University/Establishment Name/ my GCSEs/ A 'Levels]. During my course, I studied [Areas Relevant], and had the opportunity to volunteer/do [Skills/Experience]. The skills and experience nurtured here, have given me an excellent foundation for building a career as [Desired Role].

I have been following your recent developments in [Area/Sector) and was inspired by your commitment to [Regeneration/Community/Charity/Well-being/Environment]. This is something I feel very passionate about and am currently [Involved in/Reading/Learning about].

I am confident that I can contribute the level of competence, and expertise necessary to fulfil the role of/ enable [organisation] to continue its [dominance within the field of/success in] and to continue to advance.

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Today's Date

Dear [Mr./Ms.] [Hiring Manager's Last Name] [To Whom it May Concern- if unsure of name],

A purposeful opening- set out your stall.
Clarify the purpose of your letter.

Prove your suitability - how you are perfect for this role.
Detail knowledge and skills pertinent to the role.

Share your enthusiasm, and insight.
Detail vision and interest.

Conclude your interest and suitability in a summarising statement.

I look forward to hearing from you. Thank you for your time and consideration.

Yours Faithfully, /Yours Sincerely,

[Your Name]