

[Your name]
[Your address]
[Your phone number]
[Your email address]

[Date]

[Employer's name]
[Organisation name]
[Address of Employer]

Dear *[Employer's name or "Sir" or "Madam"]*

I am writing to apply for the *[job title]* vacancy *[vacancy number]* at *[organisation]*, as advertised on *[name where]*.

[Body One: Explain and share your interest in the job and how you will fit into the organisation. Use language that shows your enthusiasm and excitement]

[Body Two: This is where you link your experience, skills and qualifications to the job. Use one or two key examples that are relevant to the employer based on your research and understanding of the role.]

With my experience and knowledge, I am confident that I will be a suitable candidate for the aforementioned role. Please refer to my CV as attached for your reference.

Thank you for considering my application. I look forward to hearing from you and can be reached at any time via *[Your e-mail]* or *[Your mobile]*.

Yours sincerely

[Your name]