

<Your name here>
<Your address>
<Your email address>
<Your contact number>

<insert today's dates>
<Hiring manager's name>
<Company>
<Company address>

Dear <insert hiring manager's name>,
Re: <insert role title> position

I am writing to express my keen interest in the position of <insert position title> at <insert company name>, advertised online at <insert media>.

In my current role, I am <job title> for a <industry> company and have <years> of experience in my field. During this time, I have played an instrumental role in the success within various projects which has led to a number of achievements including <achievement 1> and <achievement 2>. *Remember to include specific achievements related to the key selection criteria eg: In the last 2 years at <insert company name> I have increased sales enquiries by 94% with a 45% conversion rate.*

I am excited by the prospects the role has to offer and share with you some of my skills which align seamlessly with the role. I have excellent <insert technical &/or personable skills>. *Highlight some of your core skills that talk to the key selection criteria for the role eg communication, project management, collaboration, client relationships, critical thinking etc.*

I am ready to transition into a position that presents an exciting new set of challenges and for a company that <insert your reasons for working for the company or job role>

Thank you for taking the time to review my application. I am available on <insert mobile> or <insert email> and would be grateful for the opportunity to showcase my abilities further at a personal interview.

Sincerely,
<Insert name>
<Insert number>