**[Your Name]**

**[Your Address]**

**[Recruiter’s name]**

**[Recruiting company name]**

**[Company address]**

**[Date** **of when you send your cover letter]**

Dear **[Mr/Mrs/Miss/Ms] [Recruiting managers name – Sir/Madam if unsure]**

Please find enclosed my CV in application for the role of **[Job Title and Job REF]** at **[Company name],** currently being advertised on **[Recruitment site – e.g. REED Global].**

As you will be able to see from my CV, I have over **[number]** years’ experience in the **[enter sector]** industry, which has equipped me with the knowledge and skills required for the role.

In my current position as a **[Job Title]** at **[Employer name]**, I have been responsible for **[Insert responsibilities]**, which when coupled with my enthusiasm and dedication **[Insert relevant skills for the role]**, has helped the business to **[Measure of success]**.

I am confident that I can bring this level of success with me to your organisation and help **[Business name]** build upon their reputation as **[state position in market]**. With my previous experience and expertise, I believe my contribution can have a significant impact on the business.

Thank you for your time and consideration. I look forward to hearing from you to discuss my application further.

Yours **[‘sincerely’ if you have used their name, /faithfully – if you have used ‘Sir/Madam’]**

**[Your name]**

**[Mobile/home number]**

**[Email address]**

**[LinkedIn URL]**