

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

[Date]

[Advertiser's name]
[Organisation]
[Address]
[Email address]

Dear [advertiser's name if you know it, otherwise use Sir or Madam]

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

[One paragraph: Explain your interest in the job and how you will fit into the organisation.]

[One paragraph: Link your experience, skills and qualifications to the job. Use two or three key examples. Research the employer online and show how your skills can be useful to the employer.]

In support of my application I have attached a copy of my CV. It shows that I will bring important skills to the position, including:

- [Bullet-point your skills that are relevant to the position]

I would enjoy having the opportunity to discuss my application with you and how I could use my skills to benefit [organisation name].

Thank you for considering my application. I look forward to hearing from you.

Yours sincerely

[Your name]