

Dear [INSERT HIRING MANAGER'S NAME],

Regarding the [INSERT JOB TITLE] position currently advertised on [INSERT JOB BOARD] , please find attached a copy of my CV for your consideration.

Having worked within the industry for over [INSERT YEARS EXPERIENCE], I have developed a wide range of skills that would meet, and exceed the expectations for the role.

During my career I have had many achievements, including [INSERT KEY ACHIEVEMENT] . I am currently unemployed and would relish the opportunity to immediately bring this level of success to your company.

If you would like to get in touch to discuss my application and to arrange an interview, you can contact me via [INSERT PHONE NUMBER OR EMAIL ADDRESS] .

I look forward to hearing from you soon.

Yours sincerely

[INSERT NAME]