Name

Address

Address

Address

Email

Phone

*Date - ensure that you add the date*

Name

Title

Address

Address

*Always start with your name and address in the top right hand corner of the page.*

*Add their address on the left hand side of the page below your address and above the “Dear”.*

Dear Mr / Mrs Name (Try to find the name - adds personal touch)

Re: Reference the job advert

*Start with their needs. What you can offer them - up to three lines. E.g*.

I believe I can support (company) by utilising my knowledge skills in (x,y,z). My previous experience as (Job role) supports the key components of this role, to address (x,y and z). I am excited about the possibility of bringing my expertise to [Company Name].

As you can see from my CV attached, I have an understanding of (X) and experience in the following:

* Reference the first thing they ask for on the job spec / job profile
* Reference the second thing they ask for on the job spec / job profile
* *Example Demonstrable experience in project management delivering complex projects across the public and private sectors for the last 5 years.*

Thank you for taking the time to consider my application. I look forward to hearing from you. If you have any questions, please do not hesitate to contact me on (phone number).

Yours sincerely,

(Sign your name here)