Template Cover Letter

 [Your name]

 [Your Address]

MM/DD/YYYY

To [Hiring contact name/the Hiring Manager/the Recruitment Manager]

**Re: Application for [Job Title] (ID:[Number]) as seen [where you saw it], [date seen].**

*Introduction*

I am a [describe what you do] with over [how much experience in what you do]. I hold a [list any credentials which are required for the role].

*Para 1*

[Briefly describe your experience and achievements related to 1-2 of the job requirements]

*Para 2*

[Briefly describe your experience and achievements related to 1-2 of the job requirements]

*Para 3*

[Briefly describe your experience and achievements related to 1-2 of the job requirements]

*Conclusion*

[Summarise the unique selling points that position you strongly for this role]

Please find my resume attached in [Word/PDF] document as requested. I welcome the opportunity to discuss my experience and the role you have available further.

Yours Sincerely

[Your Name]

[Mobile Number]

[Email Address]