Your Name  
Job Title   
*Your address and contact details go here; Birmingham - T: 01234 567890 - E:* [*info@dayjob.com*](mailto:info@dayjob.com)  
 *Contact name   
Hiring Manager  
Company   
Birmingham   
Post code*Date: 12th September 2019   
  
  
Dear ……………..,  
  
This letter is to express my keen interest in your .......... vacancy which was recently advertised on dayjob.com. After carefully reading the job description I am confident that I would be a perfect fit for your position as my skills, ability and future potential precisely match your requirements.

Although your position is different from my current and previous roles, I am eager for a career change and feel that what I have learnt during my employment is very relevant to what you are looking for in a candidate. For example, I possess extensive experience of ………………. and …………….. Additionally, I have a successful track record of …………   
  
In essence, I am eager to progress to the next level of my career by applying for a position like the one you are advertising. Although successful in my occupation, I have come to the conclusion that the aspects of my work that I find most rewarding are in what your company does.   
  
My core strengths include, but are not limited to the following:

* Always representing your company in a professional manner.
* Being able to work in an environment of change, challenge and multiple deadlines.
* Scheduling workloads to meet priorities and targets.

For additional information about my capabilities please view my attached CV.   
  
I have always had a keen interest in …………. and am now ready to have a change of direction and face fresh challenges. I would welcome the opportunity to work at your company and see your opening as a perfect fit for my future ambitions.

I would appreciate the opportunity of an interview, where we would be able to discuss in greater detail the value and strength I can bring to your already successful company. I thank you very much for your time and eagerly look forward to hearing from you.   
  
Yours sincerely,

*Your name*