**Williams**

**Rachel**

Contact title  
Company name  
Put their address here   
Birmingham   
B18 6NF

12th September 2019  
  
  
Dear …………,   
  
I was very excited to see your vacancy for a ..............,. which was advertised yesterday on the www.dayjob.com website. I am a well qualified ............... who would be an excellent choice for this position.   
  
I have an ability to grow with a job, handle responsibility and build positive relationships with work colleagues at all levels. My present employer is very satisfied with my work rate, and I am confident that I can bring the same level of high performance to your company.  
  
Beyond that which is already mentioned in my attached resume, I am someone who knows how to set goals and achieve them, and have a proven track record of being able to conceive, develop & execute strategies. I feel certain that my strong .....,..... skills coupled with my ability to ................. will be of immediate value to your company.   
  
I very much hope that you will look favourably upon my application by recognizing my enthusiasm, talents and my future potential. I would dearly like to further discuss the scope of this position, with you in person, and would welcome the chance of a meeting.   
  
Thank you in advance for your time and consideration.   
  
Yours sincerely,

**Mark**

**Andrews**

Your details here  
120 Made Up Road   
Birmingham   
B11AA 6FF  
T: 01234 567890  
E: info@dayjob.com