12th September 2019

Ref;  
  
  
Dear ……………,  
  
I am writing to express my interest in the ............... position that is currently available with your company. I appear to be a perfect match for this role which was recently advertised on the [www.dayjob.com](http://www.dayjob.com) website.  
  
My passion for the ............ sector is equally matched by my experience in it, and I am confident that I can help your company meet any challenges it faces in the future. I am presently employed as a ............... with................., where I have gained a reputation not only for my impressive work rate and integrity but also for my ................. skills.   
  
The attached CV will provide a more complete overview of my accomplishments. However what it may not show is that I am a self motivated individual, who is able to perform well under pressure & who can bring to the table solid capabilities in areas such as ............ and .................  
  
Currently, I am looking to join an exciting and ambitious organisation such as yours, therefore I would like to arrange an interview with you so I can explain in more detail the contribution I can make to your company.   
   
I appreciate you taking the time to review my credentials and I would like to thank you for your time and consideration.   
  
Yours sincerely,

**Contact Name  
Hiring Manager  
Company  
Made Up Street   
Birmingham**

**Your name  
Your address here  
123 Made Up Street  
T: 01234 567890  
E:** [**info@dayjob.com**](mailto:info@dayjob.com)