Contact name  
Dayjob.com  
Your address here   
Birmingham   
  
Date 12th September 2019

Ref:

Dear ………………,  
  
Kindly accept this application from a talented and capable applicant who wishes to apply for your …………………………. vacancy which was advertised on the dayjob.com website today.  
  
I would bring to your company real life experience of the following areas, .…………….., ………………………. and ………………….. . All of these being fields mentioned in the job advert. On top of this I am able to identify, exploit, take advantage of and fully develop any …………….. opportunities that come my way.   
  
With my present employer I have consistently exceeded all goals set for me, and am valued for my hard work, reliability, tenacity and ability to come up with solutions to problems. A good illustration of this is where I …………………….........................................  
My core strengths include, but are not limited to the following:

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

I would be grateful for the opportunity to demonstrate my capabilities further at an interview. Please feel free to contact me to arrange a meeting at your earliest convenience. In closing I would like to thank you for taking the time to consider my application, and I eagerly look forward to hearing from you.

Yours sincerely,  
  
  
Your Name   
123 Some Made Up Street  
Any town   
Birmingham  
T: 01234 567890  
E: info@dayjob.com

**Your  
Name  
Job   
Title**