**Your name**
**Your address here – Made Up Street, Birmingham
T: 01234 567890 - E: info@dayjob.com**

 **Job title**

Contact name
Company
Address 1
Address 2
Address 3

Date: 12th September 2019

Ref:

Dear ……………..,

Your company recently advertised on the ................. website for a …………………... After 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.

Without wishing to sound boastful I feel that I come to you with a background that is unique and distinctive from other applicants. I have all of the competencies required to do the job well, in particular I want to highlight my ability to …………………….. My other 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 resume.

Right now, I want to work for a reputable and exciting institution like yours where there will be a big stage for my talents. Therefore, I would welcome the chance 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 I eagerly look forward to hearing from you.

Yours sincerely,

Your name