**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