**YOUR**

**NAME**

**JOB TITLE**

Your address goes here – Your address goes here

T: 01234 000 0000

M: 01234 000 0000

E: info@dayjob.com

Contact name

Address 1

Address 2

Address 3

Address 4

10th September 2019

Dear ………,

Please find enclosed my resume in response to your advertisement for a ...............

As a skilled .............. I am looking for exactly this sort of position, with a reputable company like yours, where my abilities will not only be recognized but also rewarded.

After reading the job description I am convinced that my background, work experience and qualifications all combined make me suitably qualified for your specific requirements.

I am very confident that I can make an immediate and significant contribution to your company’s operations in the areas of …………. and …………… I would bring to your position my ability to not only work hard, but also complete tasks on time and to the highest standards.

On a personal level I get along well with other people and consider myself to be a strong communicator, presenter and listener.

For the past X years I have worked for ………….. as a ……………… With my present employer my duties range from …………….., right through to …………..

You will find me to be a reliable person who has a professional, calm and honest approach to all work related matters. Technically minded and with good problem resolution skills, I am able to work effectively in fast paced and ever-changing environments.

Please refer to the accompanying CV for more detailed information regarding my abilities and skill sets.

If this brief account of my competencies intrigues you enough to invite me for a interview then feel free to contact me at your earliest convenience.

Yours sincerely,

Your name

**Career history**