123, Some Made Up Road, Birmingham  
T: 01234 567890000  
M: 01234 567890  
E: [info@dayjob.com](mailto:info@dayjob.com)

***JOB TITLE***

YOUR NAME

Contact name  
Position  
Address 1  
Address 2  
Address 3  
  
Date: 9th September 2019  
  
  
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 you require a candidate to have knowledge of and be familiar with.   
  
With my present employer I have consistently exceeded all goals set for me and am valued for my ability to deal with intractable situation by coming up with solutions that are acceptable to all parties. A good illustration of this is where I ……………………............. My core strengths include, but are not limited to the following:

* Being an excellent ambassador for a company at all times.
* Delivering results on time, within budget, and to the highest specification.
* Being able to communicate effectively with people from all social backgrounds.

I am very keen to join your company because of its high reputation and its ability to offer candidates a range of superb career opportunities and an immediately challenging position.   
  
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 a t 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