Your Name  
Job Title   
*Your address and contact details go here; Birmingham - T: 01234 567890 - E:* [*info@dayjob.com*](mailto:info@dayjob.com)  
 *Contact name   
Hiring Manager  
Company   
Birmingham   
Post code*Date: 12th September 2019   
  
  
Dear ……………..,  
  
I am writing this letter to express my interest in the ………. position that is currently being advertised on the dayjob.com website.   
  
As a recent graduate with experience of those areas you seek in a candidate, such as ......... and ..........., I feel I would be a perfect candidate for the role. Additionally, your position also interests me because of my passion for .......... and desire to build a long-term career in the field of ..........

I see your opening as an excellent foundation on which to construct my future working life around.

My attached CV will show you that I have recently completed a three year degree in ........... at ......... University, attaining a 2:1. In addition to my studies I also did a lot of voluntary work where I developed those skills that will allow me to perform well in the position and become an immediate asset to your company.

Whilst studying I also undertook part time work where I learnt how to .......... and ............... I have been complemented for being diligent, creative and adept at delivering to tight deadlines.  
  
In short, I believe my competencies, knowledge and future potential precisely match your requirements as listed in the job description.  
  
On a personal level, I am a mature, responsible and outgoing individual who can work with others to reach a common goal.

I hope to have the opportunity to interview for the role and look forward to hearing from you. Please do not hesitate to contact me to arrange a time to speak further. Thank you for taking the time and consideration to read my application.  
  
Yours sincerely,

*Your name*