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

**Job title**

Contact name   
Address 1  
Address 2  
Address 3  
  
Date: 12th September 2019  
  
Ref:   
  
Dear ……….,   
  
It was with great interest that I read your advert for a ..........., as this is just the sort of role that I have always aspired for.   
  
As you are aware, I have been working as a …………. for the ……… department for the last 2 years. In this time, I have gained experience of …………… and ……………..

My current position has prepared me well for the responsibilities of the job in question. Additionally, I also have a detailed understanding of our company’s procedures and systems and am familiar with its staff and culture.

I would like to refer you to my current Manager Mr .......... who can confirm my past achievements, work ethics and dedication. I have had the pleasure of working under him for the past 12 months, and under his watch have learnt how to ………………… and ………………. Within this period, I have been progressively given more and more responsibilities.

The attached CV shows just a few examples of my accomplishments. 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.

On a personal level, it has been a real pleasure to come to work every day and I really look forward to continuing to grow my career within our company.  
  
I hope that you will find this brief view, in combination with the attached CV enticing enough to invite me to an interview. Thank you for your time and consideration.  
  
Yours sincerely,   
  
  
Your name