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 your ………… position, which I saw advertised today on the dayjob.com website.   
  
I have recently left School with A Level qualifications in ........., .......... and ....... I am now keen to put my studies and transferable skills to practical use with a reputable company like yours where I can build a long term career. I see your role as a perfect fit for my future ambitions ........ and an excellent opportunity to build up my experience in the field of ...........

Yours is an industry I have always been interested in and keen to join. Indeed, through my studies I have gained extensive knowledge of ............. and in my spare time have researched your company’s values and products.

I believe that all of the above, coupled with my future potential makes me an ideal candidate for the vacancy in question. On a personal level, as a committed team player, you can rely on me to:

* Work in harmony with others and contribute to a pleasant working environment for all concerned.
* Be there to help colleagues in a crisis.
* Inspire people to attain goals and pursue excellence.

For additional information about my capabilities please view the attached CV.   
  
In closing, I respectfully attach my CV for your review and request a meeting to discuss the opportunity further. I will make myself available at your convenience and look forward to your call to arrange a time.   
I thank you very much for your time and I eagerly look forward to hearing from you.   
  
Yours sincerely,

*Your name*