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 ………,  
  
With the utmost enthusiasm, I would like to express my interest in your …………. vacancy which I saw advertised today on the dayjob.com website.   
  
Possessing over six years of experience in ............ and a long list of relevant skills that will easily transfer into this new position, I feel I am a solid candidate for this opening.  
  
In my current role I have received recognition from my managers for my ability to .......... and ................... At work I am renowned for being alert to what is going on around me, and for having high energy levels and a positive attitude throughout the day.

As a candidate, here’s what I could immediately bring to your company:

* My ability to build solid relationships with people from all social and cultural backgrounds.
* In demand qualities such as drive, stamina, effort, self-motivation and diligence.
* Professionalism and a desire to set very high standards for myself in everything that I do.

For additional information about my capabilities please view my attached CV. You will be able to see from it my expertise in the fields of …………… and …………. All of these being competencies you want in a candidate.   
  
At this stage of my career I am keen to join a reputable and ambitious company that will do everything it can to help me realise my full potential.  
  
I would be very grateful for the opportunity of an interview in the near future, where I will have the opportunity to speak with you further about how I can be an asset to your team. In the mean time if you have any questions, please do not hesitate to contact me. Thank you for taking the time to read my letter and CV.  
  
Yours sincerely,

*Your name*