Your Name  
Your address goes here – your address here   
T: 01234 567890 M: 01234 567890 E: info@dayjob.com

Contact name  
Company name  
Address 1  
Address 2  
Address 3  
  
  
15th September 2019  
  
Ref:

Dear ………,  
  
Please accept the enclosed resume as my application for your ………………. position which you advertised today on the dayjob.com website. I am applying because I believe I meet all the essential criteria for the role, and strongly feel that I can make an effective and immediate contribution to your operations.   
  
As you will note from my enclosed CV, I have been out of work since 2018, the reason for this being ……………………………………. However, I am proud to say that I have used this time constructively. During my break I have remained active and worked hard to gain new skills and keep up-to-date with the latest industry developments. Through volunteering, freelancing and being active in professional organizations I have learnt how to .................. and ................... These are competencies that you seek in a candidate.  
  
Through my career I have gained experience of ……………, and …………….. With my last employer, I was involved in ……………… and ………………….  
  
I'm now ready to return to work and have been pursuing new employment opportunities for the past three months. I have researched your company’s products and services and am very excited about the prospect of joining your team.  
  
On a personal level, I am a highly committed, tenacious and resilient self-starter who is able adapt quickly to a new role.   
  
In closing I would like to say that I would very much like to bring my knowledge and experience to work for your company and am keen to schedule an interview with you so that we can discuss my application in greater detail.   
  
Yours sincerely,  
  
  
  
Your name