**[Your Name]**

[Address]

**[Hiring manager’s name]**

[Hiring manager’s company name]

[Company address]

19 October 2021

RE: [name of position/vacancy – include vacancy number if applicable]

Dear [Hiring managers name – if not known, simply ‘Hiring Manager’],

*In the first paragraph explain quickly why you will be an excellent candidate for the role. Make sure to include your expertise, career goals and how they align with the company and role.*

*Briefly highlight your skills and experience applicable to the role, share an achievement that highlights those skills, and share the result or impact of that achievement. Make sure the example is relevant to the role you are applying for. Try to use words directly from the job advertisement.*

*Next a short statement on why you would like to work for the company, highlighting a piece of research or knowledge you have of the business and the value you would bring. This is a great place to show some personality.*

*Finish by thanking them for their consideration, and you look forward to meeting them to discuss your application.*

Sincerely,

[Signature - if desired]

[Your name]

[contact phone number]