

Your address  
City, post code

Date

Name of recipient  
Job title  
Company name  
Company address  
City, post code

(if you know the name of the person to whom you are writing)

Dear Mr/Mrs/Miss name

(if you do not know the person's name)

Dear Sir,

I am writing to apply for the position of (job title) advertised in (where you saw the advertisement).

(if you have little or no experience in this domain)

I have been interested in (domain) since (year) when (describe why you are interested). During my studies of (your area of expertise) I had the opportunity to (list abilities relevant to the job) which will be of use in this position. (if you have worked previously:) I have already had the opportunity to apply them while working as a (previous job title) with (previous employer).

(if you already are experienced in this domain)

During my (number) years as a (previous job title) with (previous employer), I have had the opportunity to (specify one or two key skills or achievements). This experience will allow me to take on new responsibilities with your company rapidly.

The position of (job title) at (company) attracts me because (specify qualities of either the position or the company).

You will find further details of my career in the attached CV. In particular, you will notice (mention another key achievement or interest).

I look forward to hearing from you.

(if you know the name of the person to whom you are writing)

Yours sincerely,

(if you do not know the person's name)

Yours faithfully,

(signature)

Your name