[Your Full Name]
[Cell number] | [Email] | [Town/City]
[Optional: LinkedIn or portfolio link]

[Date]

[Hiring Manager Name]
[Company Name]
[Company Town/City]

Re: Application for [Job Title]

Dear [Ms/Mr/Dr Surname] / Dear Hiring Manager,

I'm applying for the [Job Title] role advertised on [where you saw it]. I'm a [graduate / entry-level admin assistant / career changer from retail to office support] with experience in [2–3 skills from the advert]. I'm keen to join [Company Name] because [a specific reason from the advert or company].

In my recent [course / job / internship / volunteer role], I [action verb + what you did], which resulted in [an honest result]. This experience matches your requirement for [requirement from the advert]. I'm confident I can contribute by [how you will add value in this role].

I've attached my CV and supporting documents. I'm available for an interview [your availability], and I can be reached on [cell number] or [email].

Thank you for your time and consideration.

Kind regards,
[Your Full Name]

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