Subject: Application: [Job Title] – Ref [Reference number] – [Your Name] – [City]

Dear [Name] / Dear Recruitment Team,

I'm applying for the [Job Title] position (Ref: [Reference number]). I recently completed [Matric / qualification] at [School / institution].

My strengths are [2–3 skills that match the advert], and I'm keen to learn quickly and contribute from day one.

My CV is attached. I'm available for an interview on weekdays and can start [immediately / on date].

Kind regards,
[Your Full Name]
[Cell number]
[Email address]

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