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

Dear [Name] / Dear Recruitment Team,

Please find attached my application for the [Job Title] position (Ref: [Reference number]).

Attached documents:

1. CV (PDF)
2. Certified copy of ID
3. Matric certificate / highest qualification
4. [Other, e.g. driver's licence]

I can start [immediately / on date] and look forward to hearing from you.

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

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