Subject: Application – [Role Title] – [Your Name]

Dear [Hiring Manager Name / Recruitment Team],

I'm applying for the [Role Title] position advertised on [where you found it]. I recently completed [qualification] and I'm keen to start my career in [field/industry]. I'm a strong match for this role because of my [skill 1] and [skill 2], and my ability to learn quickly in a practical work environment.

In my [project / part-time job / volunteering], I [proof point linked to a requirement]. I also [second proof point], which strengthened my [relevant skill]. These experiences helped me build dependable habits around deadlines, communication and attention to detail.

I'm available to start on [date] and can attend an interview in [area] or online. Thank you for your time. Please find my CV attached.

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

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