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

Dear [Hiring Manager Name / Recruitment Team],

I'm applying for the [Role Title] role. I have [X years] of experience in [industry/type of work], with strengths in [requirement 1], [requirement 2], and supporting teams to deliver accurate, on-time work.

In my current/previous role at [Company/Organisation], I [proof point 1 linked to the job ad]. I also [proof point 2], which matches your need for [requirement].

I'd welcome the opportunity to discuss how I can contribute to your team. I'm available from [date] and can be reached on [cell number].

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

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