[Your name]

[Your contact number]

[Your email address]

[Your postal address]

**[Date]**

[Hiring manager’s name]

[Company]

[Company’s postal address]

**Dear [Hiring manager’s name],**

**Re: [Job title] position**

I am writing to apply for the position of [insert job title], which I heard about [insert source, e.g. friend, job advert, etc.].

[*Now include the skills and experience which make you ideal for the position. For example:* As an experienced ICAS-qualified accountant with almost 5 years of experience, I believe I could make a valuable contribution to [insert company]. I have project management experience, effective communication skills and extensive mathematical and analytical knowledge.]

[*Now include why you would like to work for the company. For example:* I have admired [insert company] ever since reading an interview with [insert CEO’s name] in CA Magazine. I was particularly impressed with the company’s ambitions to expand globally.]

I have enclosed my CV to support my application. It highlights the important skills I could bring to the position, including:

* **[Experience.** *Include a sentence on your relevant experience. For example:* I have managed several long-term projects, leading teams as large as 12.]
* **[Skills.** *Here you want to highlight some of your core skills that relate to the selection criteria for the role. For example:* I have trained and lead multiple courses for new hires and junior staff.]
* **[Performance**. *Promote a key achievement or result that relates to the role. For example:* Implemented new system to file and manage audit files which has now reduced the time to complete by 50%.]

I would enjoy the opportunity to talk with you further about this position.

Thank you for considering my application.

**Yours sincerely,**

**[Your name]**