



<Address>
<Mobile>
<Email>

<Date>

Dear Sir/Madam,

Re: <Name of Job>

I am writing to apply for the above position, which I saw <where you saw it>. Currently I am <state your job/occupation> at <name of job/academic institution>.

There are various reasons as to why I want to be a <role of job>, I enjoy helping people/companies get to their destination of success. Moreover, I enjoy communication, listening and conversation with people. I enjoy the Kaizen ethos always improving and applying this regularly which is what this role gives. The scope of the company gives great opportunities for people to make a difference <give example>. I am currently <insert something that aligns with the job description>. I hope to leverage my skills in <name of skills> in some capacity for this role.

Most importantly I want to be a <name of role> and understand its importance, I have seen in my previous <name of previous job/work experience> the core problem it solves <explain what this role solves>, this is where someone with my experience comes in.

Your job description stipulates that you are looking for people who <insert something from the job description>. A combination of my degree and experience in the industry has given me the knowledge and understanding of a wide range of relevant skills and techniques that your company is looking for. I have hands-on experience in <name of experience a> <explain how this benefits the company>. I also have experience in <name of experience a> <explain how this benefits the company>.

I am impressed by <name of company> and their code of ethics, its key belief in delivering innovative, interactive, highly flexible services. I am excited about the opportunity to be a part of a great organisation. I am at a stage where I am eager to learn and apply my experience and appreciate <name of company> is a company that allows this opportunity.

I enclosed my CV outlining my experience and training to date and relish the opportunity from hearing from you to further discuss how my skills and experience are tailor-made and benefit for <name of company>. Thank you for taking the time, giving me the opportunity, and reading this covering letter.

Yours Faithfully,
<name>