[insert date]

Dear [insert name],

I am keen to apply for the [insert job title] position at [insert organisation name] as I have the skills and experience to fulfil this role to a good standard.

I can bring [insert your skills] and experience working for organisations including [insert organisations].

Please find attached my CV for the post advertised [insert job advert location] on [insert date].

In my most recent role as a [insert job title] at [insert organisation name], I was responsible for [list relevant responsibilities]. This has equipped me with [discuss skills].

The nature of my [insert degree or course] has prepared me for this role. It involved independent research, initiative, self-motivation and a wide range of skills. An understanding of the [insert sector] industry was essential during my education.

I am a fast and accurate worker, with a keen eye for detail. I feel I have the enthusiasm and determination to succeed in this role. I would be very grateful for the opportunity, and I am available to take this position immediately.

Thank you for your time and consideration. I look forward to hearing from you.

Yours sincerely,

[your name]

[insert your contact details]