[Name]

[Address]

[Manager Name]

[Manager Address]

[Today’s Date]

Dear **Mr/Mrs/Ms/Miss [Manager’s name if known, if not write Sir/Madam]**

I wish to express my interest in working for **[Company Name]**.

I have over **[time period]** of experience in the **[named sector e.g. healthcare]** sector, and I believe the knowledge and skills built up during this time would make me an ideal candidate for a role within your organisation. Having spent time reading about your organisation, I am incredibly excited to **[state reasons why you want to work for them – do you research]**

I am currently employed as a **[job title]** at **[your employer]** and have been considering progressing for some time. As such, I would like to explore opportunities outside of my present organisation and am interested in opportunities similar to my present role, or something that would offer more challenge and opportunity for development. I have been advised that there may be opportunities available in your organisation. **[Change this to suit your needs]**

In my current role, I have obtained a wide variety of transferrable skills including **[skill 1]**, **[skill 2]** and **[skill 3]**. I feel that these skills will aid me in fitting into your organisation. Within my present role, I have been responsible for **[insert a quantifiable or notable achievement and the outcome – think STAR]**.

I look forward to bringing my enthusiasm and dedication to your organisation, and feel that my contribution will make an immediate impact on your **[business/customers/service]**. **[Add another sentence in showing your passion for working for that organisation – what are their values, what vision do they have, how can you help achieve that?]**

I have detailed my skills and achievements in the attached copy of my CV, and would be keen to discuss this with you further. I look forward to hearing from you.

Yours sincerely [name known] /Yours faithfully [name unknown],

[Signature - if desired]

[Your name]