[Your Name]

[Address]

[Hiring manager’s name]

[Hiring manager’s company name]

[Company address]

[Today’s Date]

Application for **[state vacancy and vacancy reference]**

Dear Mr/Mrs/Miss/Ms **[Hiring managers name – if not known, simply Sir/Madam]**

I wish to apply for the role of **[Job Title],** currently being advertised on [location of advert]. Please find attached a copy of my CV for your consideration.

As you can see from my attached CV, I have over **[time period]** experience in the **[Sector]** industry, with more than **[x]** number of year’s managerial experience. I believe that the knowledge and skills developed throughout this time make me an **ideal/perfect/suitable** candidate for the role.

In my current role as a **[job title]** at **[employer name]**, I have been accountable for **[insert number of employees]** direct reports, forming a cohesive and successful team, helping the company achieve **[state achievement – or swap for team achievement].** I have been responsible for **[Insert a quantifiable and notable achievement/s e.g. increase in revenue, sales, awards and the outcome]**. Coupled with my dedication and passion for my role, **[insert skills relevant to the role – usually found in the job description]**, has helped the business to **[measure of success]**.

I am confident that I can continue to bring this level of success with me to your organisation, and assist **[insert company name]** to build upon their existing reputation as **[state reputation].** I look forward to continuing to develop my skills and expertise with **[insert company name].**

Thank you for your time and consideration. I look forward to meeting with you to discuss my application further.

Yours sincerely/Yours faithfully,

[Signature - if desired]

[Your name]