[Your name]

[Your address]

[Date]

[Recipient’s name]

[Position]

[Company]

[Address]

Dear [recipient’s name if you know it, otherwise use Sir/Madam]

**Re: [name of position/vacancy – including vacancy number if applicable]**

I wish to apply for the above vacancy as advertised in [name the source].

[Say why you want the job and **briefly** outline ***relevant*** skills, experience and qualification. Make sure these match you to what is asked for by the employer. If you can, say what you know about the company and why you wish to work for them.]

[Finish by referring the reader to your CV for more detail about your skills, experience and training. State your availability in case the employer has questions about your application.]

I look forward to the opportunity of meeting you in person and discussing this role.

Yours sincerely [if you know the recipient’s name]

or

Yours faithfully [if you don’t know the recipient’s name]

[Your name]