**[Date]**

**[Hiring manager’s name]**

**[Hiring manager’s job title]**

**[Company name]**

**[Address]**

Re: **[Name of job title you are applying for, company name]**

Dear Mr/Mrs. **[Hiring manager’s surname]**,

As a **[Enter your current job title - related to the job you’re applying to]** with **[Number of years’ experience you have in the role]** years of experience in **[List the most important things you do in your job - match them with the job requirements]**, I am confident that my skills make me a strong candidate to fulfil **[Company Name]** **[Name of the department you are applying to]**’s needs.

My most recent role was at **[Mention the company you worked]**where I**[Include an achievement from your work experience that's related to the job description]**.

I was thrilled to see an opportunity to join your team for several reasons. Firstly, the role would allow me to continue pursuing my passion.**[Reference what the role will allow you to do - something you enjoy doing]**. Secondly, I personally identify with**[Company Name]**’score values. I share the belief that **[Mention a value or values that you share with the company - and explain why the value is important to you]**. Finally,I would be honoured to contribute to an organisation that’s leading the charge on **[Mention what charitable/sustainable/social initiatives the company is working on or have done in the past]**.

I feel that my broad experience in **[Name the industry you have experience in]** combined with my expert ability to **[Reference the most important responsibility of the job here - that you can do]**, would make a valuable contribution to your organisation.

I have attached my CV for your kind consideration. Thank you for your time in reviewing my application.

I look forward to hearing from you at your earliest convenience.

Sincerely,

**[Your Name]**

**[Your Email]**

**[Your Phone Number]**

**[Your LinkedIn URL]**

*Note: To finalise your new cover letter, remove all the comments: navigate to the ‘Review’ tab on the top toolbar. Click the delete comment icon to ‘delete all comments’.*

*We wish you the best of luck with your new cover letter!*