Name:

Mobile:

E-mail:

In application to “POSITION TITLE”

(Contact Name)

(Contact Job Title)

(Company Name)

I am contacting you to express my interest and explain my suitability for the position as (position title) at (company name) as advertised on (date published).

My key areas of suitability for the position as (position title) are as follows;

(Choosing 4 main points of your background that match with the job description, list them in bullet point form. For example)

* 8 years of experience as an Accounting and Finance professional
* Managed a team of accounting professionals
* Set up accounting processes and systems at multinational company
* Implemented ERP system

(A paragraph describing why you are interested in the company. Make this unique.)

Included with this letter is a detailed resume for your perusal. I look forward to hearing from you soon to arrange a face-to-face discussion to go into more detail about my background and suitability for the role as (position title).

I look forward to hearing from you soon.

Sincerely,

(your name)