

Your full name

[Phone] | [Email]

[Date]

[Recipient or recruitment team]

[Organisation]

Application for [role title and reference]

Dear [name or recruitment team],

I am applying for [role] advertised on [source]. I have [relevant qualification or experience] and am interested in [specific work this role involves].

Your advert asks for [requirement]. In [real project, job or activity], I [your action] using [relevant method or tool]. This resulted in [an outcome you can support].

I can also contribute [second requirement]. For example, [a short, different piece of evidence].

I am interested in [organisation] because [a specific fact about its work and why it relates to your interests or experience].

I have attached [requested documents]. Thank you for considering my application. I can be contacted on [phone or email].

Kind regards,

[Your name]