

Your Name  
Address Line 1  
Address Line 2  
Address Line 3  
Address Line 4

Dear (Hiring Managers Name)

**Re: (Vacancy Title)**

Regarding the above named position currently being advertised on myfutureprospects.com please find attached/enclosed a copy of my CV for your perusal.

Having worked within the industry for over (number of years' experience), I have developed a wide range of skills that would meet the expectations for the role.

During my career I have had many achievements, including (insert one relevant key achievement). I am currently employed as (job title) **OR** I am currently unemployed and would welcome the opportunity to bring my experience and previous levels of success to your Company.

Should you wish to get in touch to discuss my application and to arrange an interview, you can contact me via (telephone number or email address).

I look forward to hearing from you in due course.

Yours sincerely,



**Example provided by:**

Future Prospects  
Balderton Hall  
Fernwood  
Newark  
Nottinghamshire  
NG24 3JR