[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

To: [Hiring manager name], [Company name]
From: [Full name] - [Job title]
Date: [DD Month YYYY]
Subject: Application for the [Job title] **role at** [Company name]

Dear [Hiring manager name],

[Why this role: what attracted you to this role and to the company, in two or three sentences.]

[Why me: your most relevant experience and skills, and how they fit this role, in two or three sentences.]

[Closing: thank the reader for their time, say you would welcome an interview, and say how to reach you.]

Yours sincerely,
[Full name]
[Email address] | [Phone number]