[Your Name]

[Location]

[Telephone]

[Email]

[Recruiters name]

[Recruiters company name]

[Company address]

[Today’s Date]

Dear Mr/Mrs/Miss/Ms **[Recruiters name (if you don’t know use Sir/Madam)]**

I wish to apply for the role of **[Job Title],** currently being advertised on [Where did you find the vacancy] Please find enclosed my CV for your consideration.

As you can see from my attached CV, I have over **[XX]** experience in the **[XXXXX]** industry, and I believe the knowledge and skills acquired during this time make me the right candidate for the role.

In my current role as a **[job title]** at **[employer name]**, I have been responsible for **[Detail key achievements here, i.e. increased sales at the till point by 33%]**, which when coupled with my enthusiasm and dedication **[use skills relevant to the job, check the advertised job description and use their keywords]**, has helped the business to **[what was the impact of your role i.e. if you worked at the checkout say that you delighted customers with your attention to their needs and helpfulness (if you have any recommendations from clients use them here i.e. customers frequently observed how happy to help I was]**.

I am confident that I can add my immediate value to your organisation and help **[company name]** to **[tell them what you think you can add i.e. an increase in customer service levels].** With my previous experience and skills, I believe my contribution will have an immediate impact on the business.

Thank you for your time and consideration. I look forward to meeting with you to discuss my application further.

Yours sincerely/Yours faithfully,

[Your name]

[Signature (not essential)]