

[Your name]

[Town, UK] · [07000 000000] · [you@email.com]

[Date]

[Dear [hiring manager's name] — or 'Dear Hiring Manager' if it isn't given]

Re: [Job title] ([reference number, if any])

[Opening (2–3 lines): the role you're applying for, where you saw it, and one line on why you're a strong fit.]

[Middle (1–2 short paragraphs): evidence the main requirements from the advert with brief examples and results — don't just repeat your CV.]

[Why this employer (2–3 lines): something specific about the organisation or role that motivates you.]

[Close (1–2 lines): thank them, say you'd welcome the chance to discuss it, and note your availability.]

Yours sincerely, (use 'Yours faithfully' if you began with 'Dear Hiring Manager')

[Your name]

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