Jo Bloggs

21 Easy Street

New Town

Bloggsville

BV22 8ZZ

Alan Cook

DHA

153 Bath Street

Ilkeston

Derbyshire

DE7 8AS

Monday, 30 March 2020

Mr Alan Cook

Dear Mr Cook,

I wish to apply for the role of ……, currently being advertised on…….

Please find my enclosed CV for your consideration.

As you can see from my attached CV, I have over **many years’** experience in this sector and I believe the knowledge and skills built up during this time make me the perfect candidate for the advertised role.

In my previous roles I have built up a reputation of being a meticulous worker who takes pride in a job well done and a well-liked integral member of the team.

With my enthusiasm and dedication; given the opportunity to work for your organisation, I am confident that I will become a valued member of your expanding business.

Thank you for your time and consideration.

I look forward to meeting with you to discuss my application further.

Yours Sincerely/Faithfully,

Jo Bloggs