

Your Contact Details including:-

Address

Phone

Email

Date

Contact Person's Name

Company Name

Company Address

**Re: Application to Job Position (Reference number here)**

Dear Contact Name, (Avoid Dear Sir/Madam)

**Introduction**

Please find my resume attached for your consideration for the position advertised in \_\_\_\_\_ (Seek, MyCareer) on \_\_\_\_\_ (date) with the reference number \_\_\_\_\_ (if available). I am particularly interested in this position as I am currently seeking a role in a \_\_\_\_\_ (Profession/Position) capacity within the \_\_\_\_\_ industry.

**Main Body**

Outline the key skills, experience, qualifications and achievements that are relevant to the job description of the position advertised. Sell your application and make it clear that you fulfill the selection criteria.

**Closing**

Be proactive by letting them know a suitable time to contact you and suggest a time that you will be available for interview.

Yours sincerely,

Your signature

Print name