Dear **[Hiring manager’s name – if not known, simply Sir/Madam]**

I wish to apply for the role of **[Job Title]** currently being advertised on [your website/job site name]. Please find my CV attached for your consideration.

I have recently completed my degree in **[Discipline]** at **[University name]**, attaining a **[degree classification]**. I believe that the knowledge and skills built up during this time, along with my work experience, make me the perfect candidate for this role.

I am particularly interested in your company because **[Think of a couple of reasons why you are specifically interested in applying to work for that company. Do some research on their website, find out what makes them different/unique and describe why this is appealing to you.]**

Your **[Job Title]** role appeals to me because **[Look closely at the job advert before writing this section of your cover letter. Is there anything in particular about the role responsibilities that interests you?]**

I am confident that I am great fit for this role as **[Don’t try to cram all of your skills and experience into this section. Instead, pick 2-3 of your strongest skills that are relevant to the role you are applying for. Then talk about these skills referencing relevant experience and examples.]**

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

Yours faithfully

**[Your name]**

**[Contact phone number]**