

Name

Town, Country

LinkedIn

Mobile | emmaswordlab@gmail.com

Date

R. E. [Job Title]

Dear [Company/Hiring Manager],

I am writing to apply for the above position as advertised [location of advertisement]. [Introduce yourself here – use your professional summary or LinkedIn ‘Headline’ or ‘About’ sections to help].

I am drawn to [Company] due to [reasons]. [Why them? Use this paragraph to tell the employer why you are passionate about this particular job role and organisation. Demonstrate understanding of the company and/or field. Consider company values – do they align with your own? Do they have unique opportunities? Why do you want to work with them over anyone else?]

Furthermore, I firmly believe that the job description aligns well with my skills and experience. [You will use the STAR (Situation, Task, Action, Result) technique as well as the job description and/or person specification to help here. Give examples of strengths and abilities that match those on the advertisement and go into more detail than your CV does.]

For example, [explain the context of your example]. [Describe the task or challenge.] [Detail what you did, with a highlight on the skill or quality you wish to emphasise.] [Share the outcome of your action(s).]

As other example, [explain the context of your example]. [Describe the task or challenge.] [Detail what you did, with a highlight on the skill or quality you wish to emphasise.] [Share the outcome of your action(s).]

I strongly believe I have the [quality 1, e.g., dedication, experience] and [quality 2, e.g., skill set, technical skills] to be extremely successful as a [Job Title] at [Company] and I thank you for taking the time to read my application. I am available for an interview [insert your availability here] to discuss my suitability further. I look forward to hearing from you in due course.

Yours faithfully,

[Name]

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R. E. [Job Title]

Dear [Company/Hiring Manager],

[In 2-3 brief sentences, introduce yourself – use your professional summary or LinkedIn 'Headline' or 'About' sections to help].

[In 2-3 brief sentences, describe the kind of role and impact you want to have, as well as the kind of company or team you want to work for/in.]

I strongly believe that I can be an asset to any team due to my [skill 1], [skill 2], and [skill 3] abilities: [Use job descriptions and/or person specifications to help pick these three skills.]

1) [You will use the STAR (Situation, Task, Action, Result) technique to help here. Give an example of how you've demonstrated your first highlighted skill. First, explain the context of your example. Second, describe the task or challenge. Third, detail what you did. Fourth, share the outcome of your action(s).]

2) [You will use the STAR (Situation, Task, Action, Result) technique to help here. Give an example of how you've demonstrated your second highlighted skill. First, explain the context of your example. Second, describe the task or challenge. Third, detail what you did. Fourth, share the outcome of your action(s).]

3) [You will use the STAR (Situation, Task, Action, Result) technique to help here. Give an example of how you've demonstrated your third highlighted skill. First, explain the context of your example. Second, describe the task or challenge. Third, detail what you did. Fourth, share the outcome of your action(s).]

However, above all else, I am a [quality 1] and [quality 2] individual. For example, [explain the context of your example]. [Describe the task or challenge.] [Detail what you did, with a highlight on the skill or quality you wish to emphasise.] [Share the outcome of your action(s).]

Thank you for taking the time to read my application. I hope to have the opportunity to talk further with you.

Yours faithfully,

[Name]