

[Your Name]

[City, Country] · [phone] · [email]

[Date]

[Hiring manager's name, if you know it]

[Company]

[Address or city]

Dear [Name / Hiring Manager],

[Opening – one or two sentences. Name the job you are applying for, where you saw it, and the one reason you are a good fit.]

[Middle – your strongest proof. Pick two things from the job ad and show, with a short example and a number if you can, that you have done them before.]

[Why this company – one or two sentences that show you know what they do and why you want to work there, not just anywhere.]

[Close – say you would welcome an interview, when you can start, and thank them for their time.]

Kind regards,

[Your Name]