Your Name

Address, City, ST ZIP Code | Telephone | Email

Date

Recipient Name

Title

Company

Address  
City, ST ZIP Code

Dear Recipient Name:

Please find enclosed my CV application for the post advertised in {Insert where you saw the advert}

PARAGRAPH 1 – Explain who you are and introduce yourself.

PARAGRAPH 2 - Explain why you are applying for the job. Write about why you’d like to work for the company, and let them know of any knowledge or passion you have for the sector.

PARAGRAPH 3 – Explain your skills you presented on your CV with more information.

Sincerely,

Amy Morris