[Your Full Name]

[City, Country] | [Phone] | [Professional email] | [LinkedIn or portfolio URL]

[Date, e.g. 8 October 2026]

[Hiring Manager's Name]
[Job Title]
[Company Name]
[City, Country]

Dear [Ms/Mr Surname],

I'm applying for the [Job Title] position at [Company Name]. For the past [number] years I have led [team size / function / number of sites] at [Employer], with responsibility for [budget, P&L or key area].

Your priorities for this role include [priority 1], [priority 2] and [priority 3]. In my current role I [leadership action] which [business result with a number]. I also led [initiative or change programme], resulting in [measurable outcome].

I have followed [Company Name]'s [growth, strategy or recent development], and I would like to help [what you would contribute in this role].

I would welcome the opportunity to discuss your plans in more detail. Thank you for your time and consideration.

Yours sincerely,
[Your Full Name]

Template from LinkatoJobs (linkatojobs.com/how-to-write-a-cover-letter/). Replace every [bracketed] prompt with your own true information and delete this line.