[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 / Hiring Manager],

I'd like to apply for the [Job Title] role (Ref. [reference number]) at [Company Name]. I bring [number] years of experience in [your field or specialism], most recently [one specific, relevant result].

Your advert highlights [requirement 1], [requirement 2] and [requirement 3]. In my current role at [Employer], I [what you do that matches requirement 1]. I also [achievement with a number that proves requirement 2 or 3], and I hold [relevant qualification or certification, if any].

I'm particularly interested in [Company Name] because [a specific, true reason: a project, service, value or plan you found in your research].

I'd welcome the opportunity to discuss how I could contribute to your team. Thank you for your time and consideration.

Kind regards,
[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.