**First name, Last name**

Address

Professional E-mail

Telephone

**Address of company Date**

**That you are applying to**

Dear Sir/Madam (**name of HR manager**),

I am eagerly writing to you with regards to the possibility of working as a (**job title**) at (**company name**) in (**city**).

As an accomplished (**mention position from previous work**), I am very excited to contribute my experience and skills to your dynamic company that is (**say something that’s unique about the company**). I am as well. I can relate to the mission of (**company name**) and I firmly believe that I can be a strong driving force in achieving your organizational goals and fulfilling your vision.

My professional skills match the job description very well: (**name your skills that go hand in hand with the skills requirements in the job description**). Please consult the CV enclosed for further details on my experience, skills and abilities.

I am a (**describe your personality attributes**) person, eager to learn more and grow within an open-minded company. I speak fluent (**languages you speak fluently**) and I am currently in the process of learning (**languages/skills you are currently learning**). My work ethic is based (**describe your work ethic**). I am a fast and willing learner and adapt easily to new environments and new people.

Thank you kindly for taking the time to consider my application. I look forward to hearing from you in the near future.

Yours sincerely,

(**Your full name and last name**)

(**Signature**)