

Cover Letter By Email:

To: (enter recipient address)

Subject: Job Enquiry for (enter position title)

Dear Mr/Mrs (insert name),

I would like to express my interest for the (enter job title) position at (enter company name) after being referred by a mutual acquaintance, (insert acquaintance name).

With experience in (give details) and also in (give further details), I believe I would make a good candidate for this position. I admire the work that you do at (enter company name) and have recently been wanting to expand my skills and take advantage of new opportunities working with/for (give details).

Being organised/trustworthy/reliable/creative has so far helped me in my past positions to achieve (insert details of skills/achievements/qualifications). My most recent efforts working as (insert details) allowed me to pursue my interest in (insert details) which then resulted in (insert details).

I have attached my CV with this letter and I hope you will look over my application and see how I would be able to contribute to the work of (insert company name). I look forward to your response.

Best regards,

(enter your full name)

(insert additional contact details)