Your name

Street address

City, county, postcode

Date

Recipient name

Title

Company name

Street address

City, county, postcode

Dear Recipient Name,

I am writing in response to your advertisement in location of advertisement for a job title. After reading your job description, I am confident that my skills and my passion for technology are a perfect match for this position.

I would bring to your company a broad range of skills, including:

* Skill
* Skill
* Skill

I would welcome the opportunity to discuss this position with you further. If you have any questions or would like to schedule an interview, please contact me by phone on phone or by email at email. I have enclosed my CV for your review, and I look forward to hearing from you.

Yours sincerely,

Your Name

Enclosure