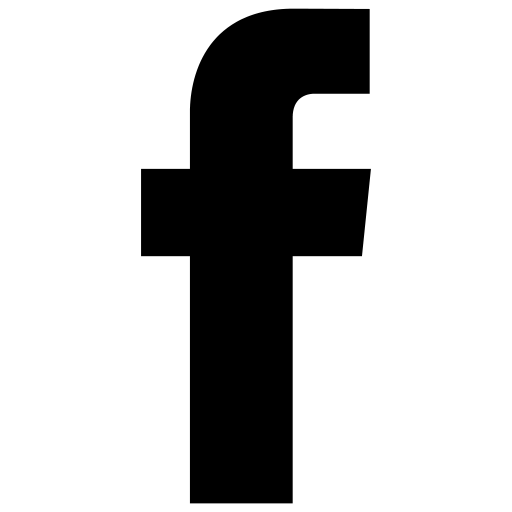
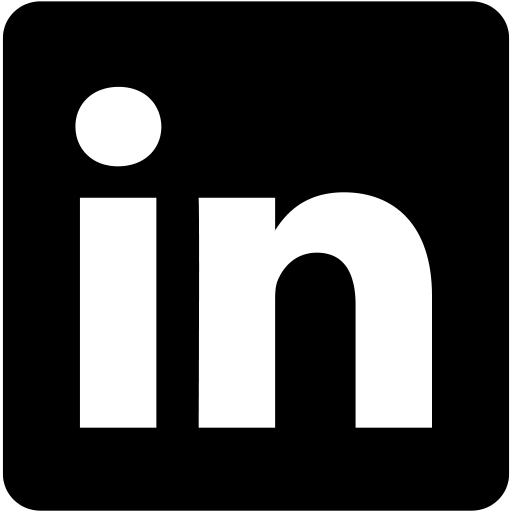
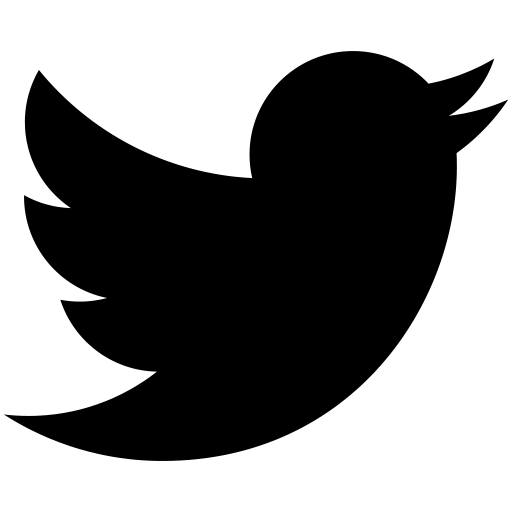
****

Dear Mr Smith,I wish to apply for the role of [Job Title], currently being advertised.

Please find enclosed my CV for your consideration.

As you can see from my attached CV, I have over [time period] experience in the [Sector] industry, and I believe the knowledge and skills built up during this time make me the right/perfect candidate for the role.

In my current role as a [job title] at [employer name], I have been responsible for [Insert a quantifiable and notable achievement/s - e.g. a x% increase in revenue], which when coupled with my enthusiasm and dedication [insert skills relevant to the role – usually found in the job description], has helped the business to [measure of success].

I am confident that I can bring this level of success with me to your organisation and help [company name] build upon their reputation as [state their position in market – learned through your research]. With my previous experience and expertise, I believe my contribution will have an immediate impact on the business.

Thank you for your time and consideration. I look forward to meeting with you to discuss my application further.

Sincerely,

**Your Name**

**telephone:** 028 1234 5678      |      **email:** yourname@email.com      |      **website:** www.yourwebsite.com

10 May 2020

**Your Name**

Your Profession / Job Title

123 Street Name,

Town/City,

State/County,

Post/Zip Code

# Cover LEtter

**Mr Smith**

Position in Company

Company Name

123 Street Name,

Town/City,

State/County,

Post/Zip Code

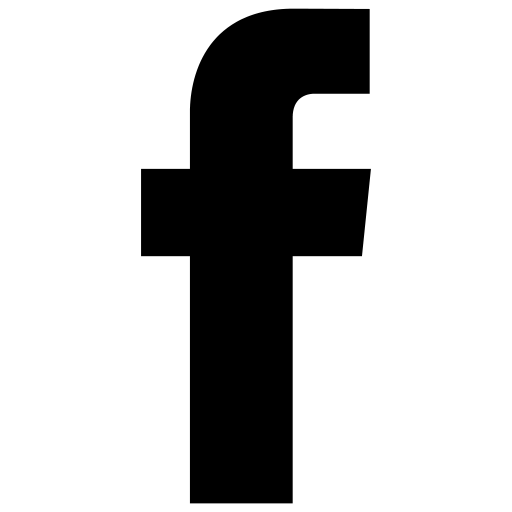
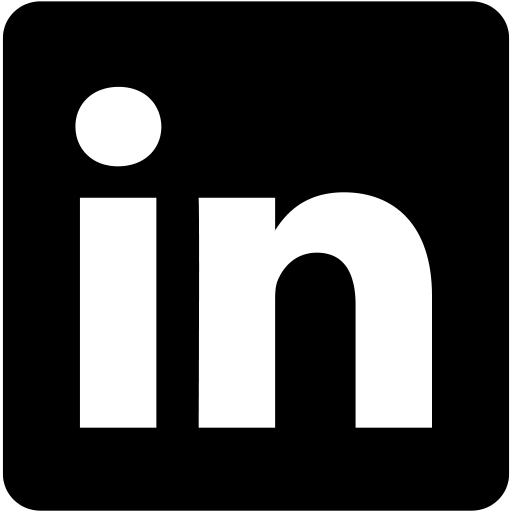
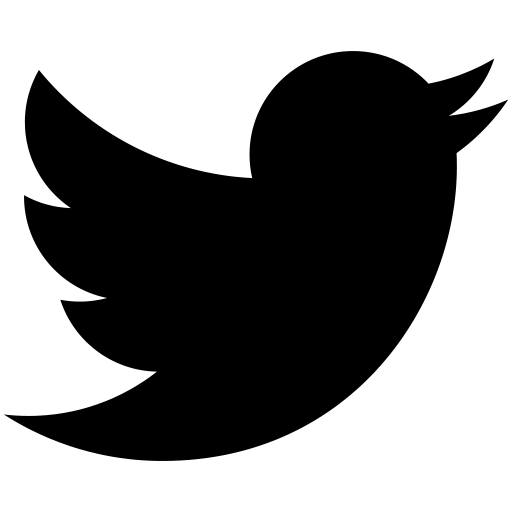
Your

Name

To get in touch, write to yourname@email.com

# Job Title /

# Profession

****

**2010 - 2012**

Company Name

**Position Held**

Brief description of the position and the responsibilities you had in this post. Ovitem acearchil ma ipidebist, si omnihit que nimpor am eos andaese quatempos earum reperum am cullant, sus earum dis resciat endaernatque liquas dolupta sim.

**2007 - 2010**

Company Name

**Position Held**

Brief description of the position and the responsibilities you had in this post. Doluptam laborporem quo molum faceraessi omnimus accum voloriscidit enis molum int, totatur reped qui utati il molore eossed et inullest ea nonsequam.

**2012 - 2014**

Company Name

**Position Held**

Brief description of the position and the responsibilities you had in this post. Mus, omnitatenia con et licillamus maion entecus doles rate sunda qui beatini magnihitaes accusciis imolo quassume sincil inctoris endunt verciis que vitassi.

**2014 - Present**

Company Name

**Position Held**

Brief description of the position and the responsibilities you had in this post. Us quatias exces eum ullum facearupient earunto ipsam rendant volupta voluptatem ut molupta tiatiam eum enditas inctur mo berunducia conserum.

# Experience

# Education

**2000 - 2003**

Course Studied

**University/College Details**

Brief description of what you learned/studied while on your course.

**1998 - 2000**

Course Studied

**University/College Details**

Brief description of what you learned/studied while on your course.

# About

Use this section as a quick introduction to who you are and why you would be suitable for this position. Keep it brief and use the next few pages for more details. Toritiumquos versped qui te dit optius essiti non eniatur iscitio nsequid que dicat. Unt aut que consequos doluptat et lam accupta adi ipsam quia sedit, sim facerib ersperspere, te neceatur abor.

**telephone:** 028 1234 5678      |      **email:** yourname@email.com      |      **website:** www.yourwebsite.com

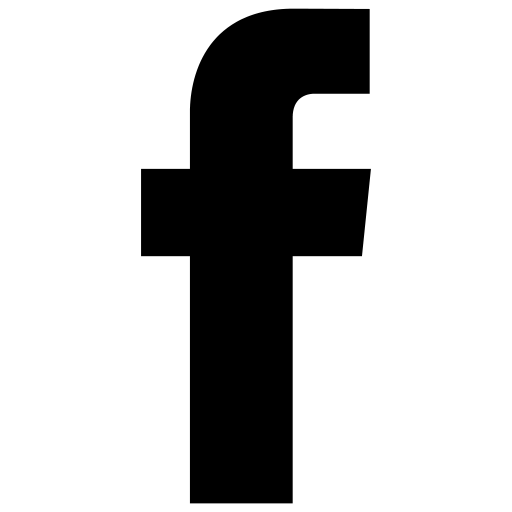
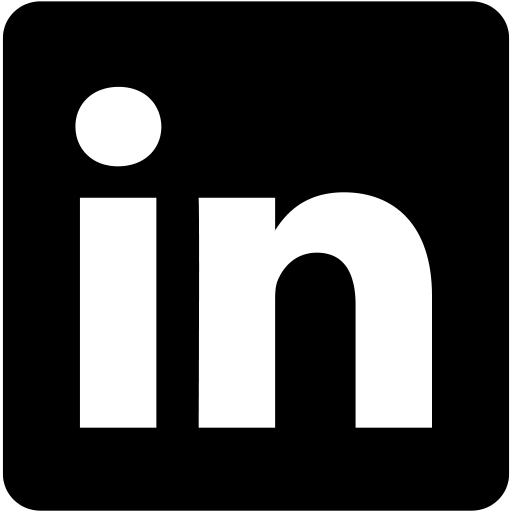
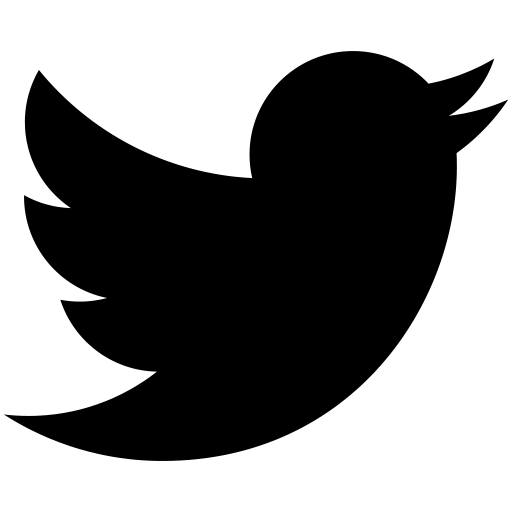
Your

Name

To get in touch, write to yourname@email.com

# Job Title /

# Profession

****

# Hobbies / Interests

* Hobby / Interest 1
* Hobby / Interest 2
* Hobby / Interest 3
* Hobby / Interest 4
* Hobby / Interest 5

# References

Reference Name

Job Title

**telephone:** 028 1234 5678

**email:** name@company.com

Reference Name

Job Title

**telephone:** 028 1234 5678

**email:** name@company.com

Reference Name

Job Title

**telephone:** 028 1234 5678

**email:** name@company.com

# Skills

* Skill 1
* Skill 2
* Skill 3
* Skill 4
* Skill 5

# Expertise

* Expertise 1
* Expertise 2
* Expertise 3
* Expertise 4

# Statement

This is a section where you describe your professional career. Let the potential employer know why they would want to hire you. Mention particular career highlights, collaborations or stepping stones to where you are now as a professional.

**2005 - 2007**

Company Name

**Position Held**

Brief description of the position and the responsibilities you had in this post. Us quatias exces eum ullum facearupient earunto ipsam rendant volupta voluptatem ut molupta tiatiam eum enditas inctur mo berunducia conserum.

**2003 - 2005**

Company Name

**Position Held**

Brief description of the position and the responsibilities you had in this post. Mus, omnitatenia con et licillamus maion entecus doles rate sunda qui beatini magnihitaes accusciis imolo quassume sincil inctoris endunt verciis que vitassi.

# Experience

**telephone:** 028 1234 5678      |      **email:** yourname@email.com      |      **website:** www.yourwebsite.com

Your

Name

To get in touch, write to yourname@email.com

# Job Title /

# Profession