Subject: Application: [Job Title] – Ref [Reference number] – [Your Name]

Dear [Name] / Dear Hiring Manager,

I would like to apply for the [Job Title] position advertised on [where you saw the advert]. Please find my CV attached.

I have [one key strength, e.g. one year of cashier experience / a matric certificate and basic computer skills], and I am reliable, punctual and eager to learn.

I live in [Suburb, City]. I am available for an interview at your convenience and can start [immediately / on date].

Thank you for considering my application.

Kind regards,
[Your Full Name]
[Cell number]
[Email address]

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