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

Good day [Name / HR Team],

I'm applying for the [Job Title] position (Ref: [Reference number]). I'm moving from [previous field] into [new field], and I bring strong experience in [skill 1], [skill 2] and [tool or process used in this role].

Please find my CV attached. I'm based in [Suburb, City] and available to start [date].

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

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