Subject: CV for future [type of job] opportunities – [Your Name]

Dear Hiring Manager,

I am interested in working at [Company name] as a [type of job, e.g. general worker / admin clerk]. I have attached my CV in case a suitable position becomes available.

I have [one key strength or qualification], and I live in [Suburb, City], close to your [branch / office].

Thank you for your time. I would be grateful to be considered for any future openings.

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

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