Subject: Application for [Job Title] – [Your Full Name]

Dear [Hiring Manager's Name / HR Team],

I'm applying for the [Job Title] position at [Company]. With [X years of experience / my recent qualification] in [field] and experience in [2–3 relevant skills], I can contribute to [a specific goal or duty from the advert].

In my most recent role at [Employer / Project / College], I [achievement or responsibility], which resulted in [clear outcome]. I'm confident I can bring the same approach to [Company], especially in [one main requirement from the advert].

I've attached my CV and [requested documents: certified copies / qualifications / ID / driver's licence]. I'm available for an interview on [days/times] and can start [notice period / start date].

Thank you for your time and consideration.

Kind regards,
[Your Full Name]
[Cell number]
[Email address]
[LinkedIn profile, if you have one]

Free template from cvhub.co.za - build and share your CV for free