[Your full name]
[Cell number] | [Email address]
[Suburb/town, province]
[Date]

[Hiring manager's name, if known]
[Company name]
[City]

Re: Application for [Job title] – [Reference number, if any]

Dear [Mr/Ms/Dr Surname] / Dear Hiring Manager,

I am applying for the [Job title] position advertised on [where you saw it]. I am interested in this role because [specific reason linked to the work]. With my experience in [1–2 key areas] and my strength in [key skill], I believe I can contribute from day one.

At [company/college/project], I developed skills that match your requirements, including:

- **[Skill from the advert]:** [What you did and the result.]
- **[Skill from the advert]:** [Tools you used or task you were responsible for.]
- **[Skill from the advert]:** [Example of teamwork, service, accuracy or meeting deadlines.]

I am especially drawn to [Company name] because [something specific about the company or role]. I would welcome the opportunity to discuss how my [top 2 strengths] can support your team.

My CV is attached, and I am available for an interview [your availability]. Thank you for your time and consideration.

Kind regards,
[Your full name]

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