CV Cover Letter

Dear Sir / Madam,

**RE:** **<<Job Title and Job Advert Reference>>**

I am writing to express my interest in the job advertised and feel that my skills and experience is a very close match to what you require.

<<In this section you need to sell your skills and experience, demonstating to the recruiter why you’re an ideal candidate for this vacancy. See Guidance Notes for Extra Details>>

I have attached my CV for your attention as I am currently seeking a new position and would appreciate any assistance that you can give me with this.

I am currently available to attend interviews and if you would like to discuss my career in any more detail please contact me with any questions you may have.

Look forward to hearing from you.

Kind regards

**<<Enter Your Name>>**

<<Enter Your Telephone Number>>

<<Enter Your Email>>