Name

Phone number

Linked in

Date

Ref:

**( Name if known)**

Please accept my application for the above referred work opportunity recently advertised on Seek.

I have over 15 years diverse skills and experience in X which includes X< Y , Z and B, which I feel closely matches your requirements; in particular:

1. **Strength** 
   * Skill
2. **Strength** 
   * Skill
   * .
3. **Strength**
   * Skill

I’m passionate about ( include summary that aligns with company values and culture or advertisement / job spec) *eg always looking for solutions to empower people to reach their potential and confident that I could deliver the quality of service required to contribute to your dynamic team.*

I’ve attached my CV for your consideration, and would love the opportunity to meet with you and let you know more.

Kind regards

A Name