



[FULL NAME]

[PHYSICAL ADDRESS]

[EMAIL] · [PHONE]

DATE [DATE]

TO The Hiring Manager, [EMPLOYER]

Re: Application for [TARGET ROLE]

I write to apply for the position of [TARGET ROLE] at [EMPLOYER]. I am a recent graduate looking for an environment that values discipline, learning and contribution from day one.

In my most recent role I [BRIEFLY DESCRIBE A KEY RESPONSIBILITY OR ACHIEVEMENT]. I bring [TWO OR THREE STRENGTHS RELEVANT TO THE ROLE] and a track record of [QUANTIFIED OUTCOME — e.g. growing revenue, reducing risk, improving client satisfaction].

I am drawn to [EMPLOYER] because [ONE OR TWO REASONS — values, work, reputation, projects]. I would welcome the opportunity to discuss how I could contribute to your team.

Thank you for considering my application. My CV is attached for your review.

Yours sincerely,

[FULL NAME]

Date: