

Name  
Address  
Contact number  
Email: joeblow@gmail.com

Date: Day/month/Year

Name/ Human Resources  
Company Name  
Company Address

Respected Mr./Ms. / Hiring Personnel,

The position you are applying to and where was it advertised. (2-3 lines)

Divided into 2 parts; the first part is where you take 2-3 transferable skills from your previous work experience/education and relate it to the position you are applying to. (4-5 lines)

Asset; Can only be done when you have researched the organization. **Mission / Vision.**  
**Services/Products & Clientele** and you are supposed to highlight how the employer benefits from you.  
(4-5lines)

Thank you for reviewing my resume. Set up a **specific date and time** where you would like to set up a **meeting** with the individual to highlight your skill set. Thank you for allowing me this opportunity to work within your esteemed establishment. (3-4 lines)

Sincerely, respectfully, cordially,

*Sign your name*

Print your name