**[06.06.2022]  
[Full Name]  
[Coventry], [United Kingdom]   
[0777 123 4567]  
[**[**samplecoverletter@unitemps.com**](mailto:samplecoverletter@unitemps.com)**]**

Dear **[Alan Smith/Hiring Manager]**

I am writing to apply for the role of **[job title]**, currently advertised on **[Unitemps.com]** Please find enclosed my CV for your consideration. The opportunity to work as **[job title]** would be excellent for me, as I have followed **[company name]** since **[significant event at the company - learned through your research]**

As you can see from my attached CV, I have over **[time period]** experience in the **[sector]** industry, and I believe the knowledge and skills built up during this time, such as **[insert relevant and applicable skills – usually found in the job description]** will make me the right candidate for the role.

In my current role as a **[job title]** at **[employer name]**, I have been responsible for **[insert a summary of your current job description]**. During my time at **[employer name]**, I have **[Insert a quantifiable and notable achievement/s - e.g. a x% increase in revenue]** with my dedication and skills in **[list a number of skills related to those on the job description]**.

Whilst at **[school/college/university name]**, I picked up skills such as **[list skills learnt that will help in the job that you are applying for]** which I have been able to build upon by **[list any work experience, volunteer work or projects you have worked on]** and expand my knowledge in **[list some of the relevant modules you have been working on].**

I am confident that I can help **[company name]** build on their reputation as **[find out the company’s reputation and state it]** by putting my skills to work and contributing to my fullest.

Thank you for your time and consideration. I look forward to meeting with you to discuss my application further.

Best wishes,

**[Your name]  
[Signature - if desired]**