For more advice:

<https://www.reed.co.uk/career-advice/cover-letters/>

<https://careerswales.gov.wales/getting-a-job/covering-letters-and-emails>

[Your Name]

[Address]

[Hiring manager’s name]

[Hiring manager’s company name]

[Company address]

[Today’s Date]

Dear Mr/Mrs/Miss/Ms **[Hiring manager’s name – if not known, simply Sir/Madam]**

I wish to apply for the role of **[Job Title],** currently being advertised **(state where).** Please find enclosed my CV for your consideration.

As you can see from my attached CV, I have recently completed my **[most recent qualification – e.g. college course, A-levels]**, and am expected to achieve a **[projected grades]** in **[relevant subjects]**, which I believe I can put to practical use in this role.

This position particularly interests me because of my passion for **[Subject]**. During my course, I learned about topics such as **[topics or modules relevant to the position]**, which have helped build my knowledge. I have particularly enjoyed the practical learning and chance to build my skills such as (**state skills you are building that are appropriate to your career area**).

In my part time/volunteering/work experience roles **(as appropriate),** I have had the opportunity to learn first hand what its like to be in the workplace and develop my skills for this role.

I am looking for my first career role in **(state career sector)** where I can develop my skills and experience. I see the role of **[Job Title]** as the perfect position for me to make the most of my passion and enthusiasm, and also build the foundations for a successful career in the **[X industry]**. I am keen to learn and make a positive contribution to **[company name]**.

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

Yours sincerely,

[Your name]

[Contact phone number]

[Signature - if desired]