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 – or simply Sir/Madam],**

I am writing to you because I wish to apply for the role of **[job title]** at Your World Recruitment Group. Please find enclosed my CV for your consideration.

On viewing my CV, you will see that I have **[time period]** years’ experience in **[experience type]**. Having built up my knowledge and skills in this area over this time, I feel that I would be an ideal person for the position.

My current role is **[current job title]** at **[company name]**, in which I am responsible for **[list job responsibilities – be sure to include some key achievements e.g. an X% increase in revenue].** This role, along with my enthusiasm, drive to succeed and **[list other skills/traits that are relevant to the role]** has given me great confidence that I can bring the same level of skill and motivation to your company.

I would like to bring my knowledge and experience to Your World Healthcare, building on their existing reputation as a leading healthcare recruitment agency in the UK and internationally.

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

Yours Sincerely/Yours Faithfully,

Your Name

Contact phone number

Signature (optional)