COVERING LETTER FIVE

Dear [INSERT HIRING MANAGER’S NAME],  
  
  
I'm an experienced [INSERT JOB TITLE] looking to discuss with you the current requirements your company has, and how my skills may fulfil those.   
  
Having achieved many successes throughout my career, including [INSERT KEY ACHIEVEMENT], I feel I am in a unique position to help your company grow and I would relish the opportunity to bring my expertise to your business.  
  
Having extensively researched your company’s values and products, I was especially interested in [INSERT COMPANY ASPECT THAT ATTRACTED YOU].I feel it would be the ideal place for me to develop my career and I believe I can be an excellent addition to your team.  
  
Please find attached a copy of my CV which will help explain how I can become a valuable asset to your company.  
  
If you would like to get in touch to discuss my application and to arrange an interview, you can contact me via [INSERT PHONE NUMBER OR EMAIL ADDRESS].  
  
I look forward to hearing from you soon.  
  
Yours sincerely  
  
[INSERT NAME]