

Joe Bloggs,  
21 The Road,  
The Town,  
The County.  
087 2222222

Ms. ??????,  
H.R. Manager,  
Best Company,  
Unit 1234,  
Lake Drive,  
City West Business Campus,  
Dublin 24.

28<sup>th</sup> October 2011

**Re: (Insert Job Position here)**

Dear Ms. ?????,

Please find enclosed my C.V. I wish to apply for the position (state job title) as advertised in the Irish Times/ Indeed etc., insert whichever is applicable, on the (insert date).

My qualifications, (insert relevant qualifications here), my (include relevant skill) and (include relevant skills) make me, I believe, a suitable candidate. Choose relevant work/study achievements here – this is your opportunity to direct the reader to your relevant experience. Remember keep it consistent with your CV i.e., write in the third person as much as possible and use action verbs. List a maximum of three achievements if you so wish, (remember a cover letter is most useful for drawing the reader's attention to the most relevant part of your CV).

I look forward to having the opportunity to discuss my suitability for this position further.

Yours sincerely,

(Sign here in black pen)

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Type name here

Enc.