**Hello!**

**MONDAY 19TH JULY 2021**

Company Owner,

Company Name,

St Helens, 7216

Dear Owner,

I am writing to apply for the position of **Job title goes here as advertised**. Please find my resume attached.

I would love the opportunity to work with you because…Write a bit about what you know about their company, why you’re interested in their industry and what skills you could bring to their team. Try and keep sentences short and simple, but don’t be shy to tell them why you’re a great match! Try to keep it under 300 words, bullet lists are a great way to reduce length and clearly communicate your key skills!

How to check your word count:

* Highlight the text.
* Click ‘View’ in the top menu.
* Find and click ‘Word Count’ in the drop-down menu.

Thank you for taking the time to read my application, I look forward to hearing from you.

Yours sincerely,

Your Name

**PHONE: 0412 345 678**

**EMAIL: HELLOME@GMAIL.COM**